



 **Confluence**

By ALM Team

# Agenda

- Why Confluence?
- Team collaboration
- Agile development
- Knowledge base



## Why Confluence?

Team  
Collaboration

Agile  
Development

Knowledge  
Base

### Centralize

Organize

Create

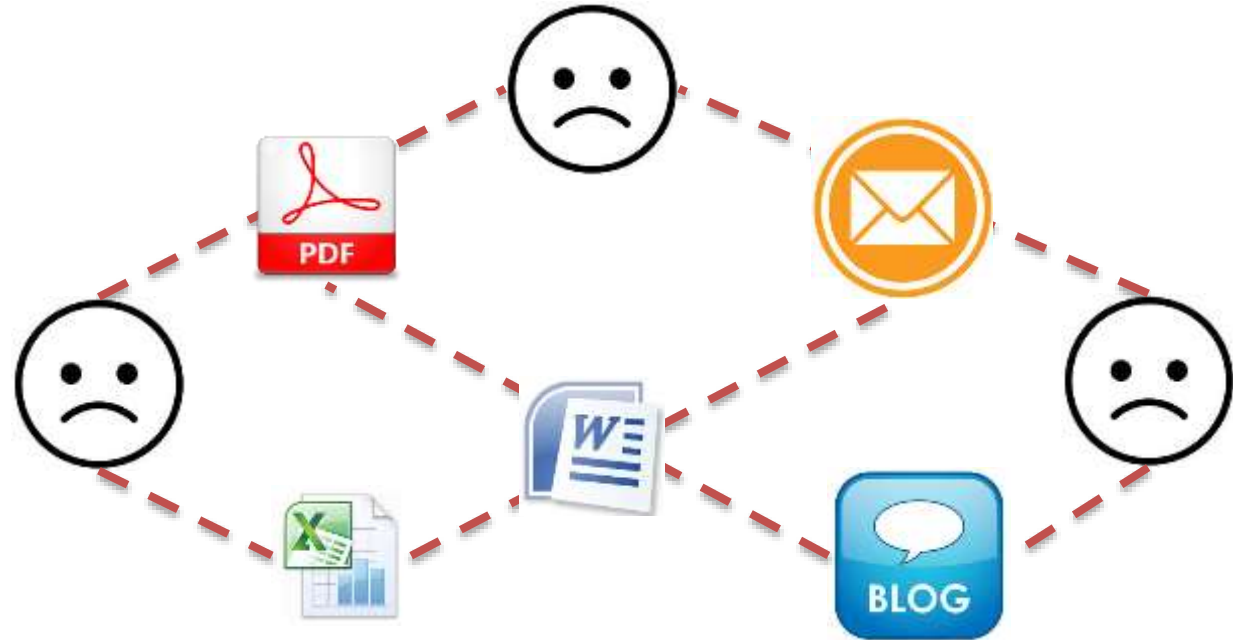
Discuss

Search

Get answers

JIRA

Integration



Capturing the knowledge is too often lost in email inboxes and shared network drives

## Why Confluence?

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Capturing the knowledge is too often lost in email inboxes and shared network drives  
Use **Confluence** instead – where it's easy to find, use, and update.

# Why Confluence?

Team Collaboration

Agile Development

Knowledge Base

Centralize

**Organize**

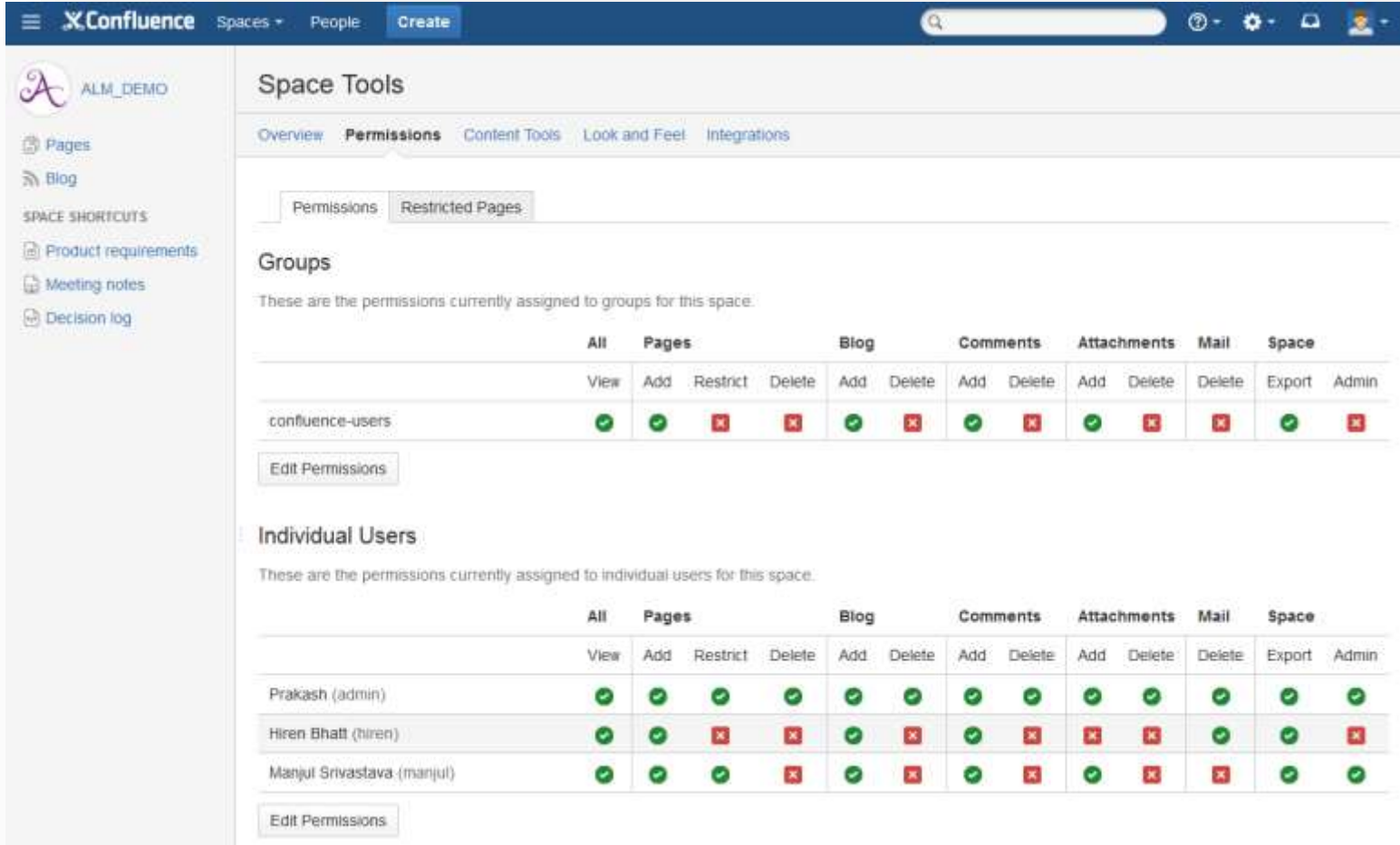
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The screenshot shows the Confluence 'Space Tools' page for a space named 'ALM\_DEMO'. The 'Permissions' tab is selected, showing the 'Restricted Pages' sub-tab. The page displays permissions for groups and individual users.

### Groups

These are the permissions currently assigned to groups for this space:

	All	Pages				Blog		Comments		Attachments		Mail	Space	
		View	Add	Restrict	Delete	Add	Delete	Add	Delete	Add	Delete	Delete	Export	Admin
confluence-users	✓	✓	✗	✗	✓	✗	✓	✗	✓	✗	✗	✗	✓	✗

[Edit Permissions](#)

### Individual Users

These are the permissions currently assigned to individual users for this space:

	All	Pages				Blog		Comments		Attachments		Mail	Space	
		View	Add	Restrict	Delete	Add	Delete	Add	Delete	Add	Delete	Delete	Export	Admin
Prakash (admin)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hiren Bhatt (hiren)	✓	✓	✗	✗	✓	✗	✓	✗	✗	✗	✓	✓	✗	✗
Manjul Srivastava (manjul)	✓	✓	✓	✗	✓	✗	✓	✗	✓	✗	✗	✗	✓	✓

[Edit Permissions](#)

**Organize Team:** Give every team, project or department its own space with its own permissions and theme.

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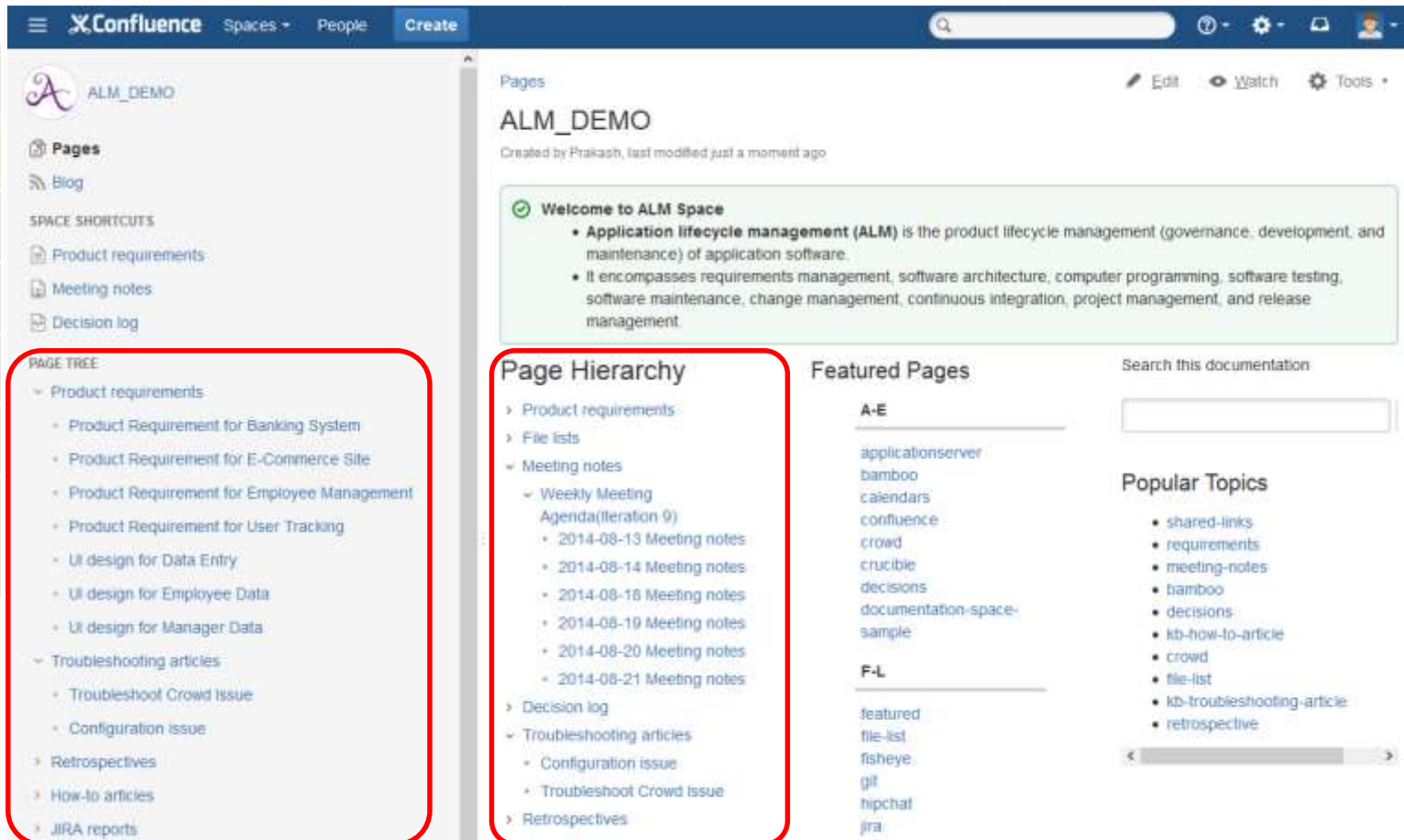
Create

Discuss

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Integration



The screenshot shows a Confluence page titled "ALM\_DEMO" with a sidebar on the left and a main content area on the right. The sidebar contains a "PAGE TREE" section with a red box highlighting a hierarchical list of pages. The main content area has a "Page Hierarchy" section with a red box highlighting a similar hierarchical list. Other sections include "Welcome to ALM Space", "Featured Pages", and "Popular Topics".

**Page Tree (Left Sidebar):**

- Product requirements
  - Product Requirement for Banking System
  - Product Requirement for E-Commerce Site
  - Product Requirement for Employee Management
  - Product Requirement for User Tracking
  - UI design for Data Entry
  - UI design for Employee Data
  - UI design for Manager Data
- Troubleshooting articles
  - Troubleshoot Crowd Issue
  - Configuration issue
- Retrospectives
- How-to articles
- JIRA reports

**Page Hierarchy (Main Content):**

- Product requirements
  - File lists
- Meeting notes
  - Weekly Meeting Agenda(Iteration 9)
    - 2014-08-13 Meeting notes
    - 2014-08-14 Meeting notes
    - 2014-08-18 Meeting notes
    - 2014-08-19 Meeting notes
    - 2014-08-20 Meeting notes
    - 2014-08-21 Meeting notes
- Decision log
- Troubleshooting articles
  - Configuration issue
  - Troubleshoot Crowd Issue
- Retrospectives

**Organize Information:** Keep information organized and accessible with a flexible page hierarchy.

## Integration





# Why Confluence?

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Integration



The screenshot shows the Confluence dashboard. At the top, there's a navigation bar with 'Confluence', 'スペース' (Space), 'ユーザー' (User), and '作成' (Create). Below this, the 'ダッシュボード' (Dashboard) section includes a 'Welcome to Confluence' message and a list of quick actions: '新しいスペースの作成' (Create new space), '同僚の招待' (Invite colleagues), and '画像のアップロード' (Upload image). The main content area is divided into two columns. The left column shows 'お気に入りスペース' (Favorite spaces) with a list of spaces like 'ALM\_DEMO'. The right column shows a list of recent updates and discussions, including items like 'Creating and configuring a bamboo plan', 'Configuring an application in Bamboo', 'Handout.pdf', 'Iteration 9 Retrospective', 'Test\_EMS(Status Report)', 'What tool we should use?', and '2014-08-13 Meeting notes'. At the bottom, there's a section for 'サイト スペース' (Site spaces) and a 'スペースの作成' (Create space) button.

**Engage everyone:** Whether you're in the same office or across the globe, it's easy to work together using Confluence.



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Create

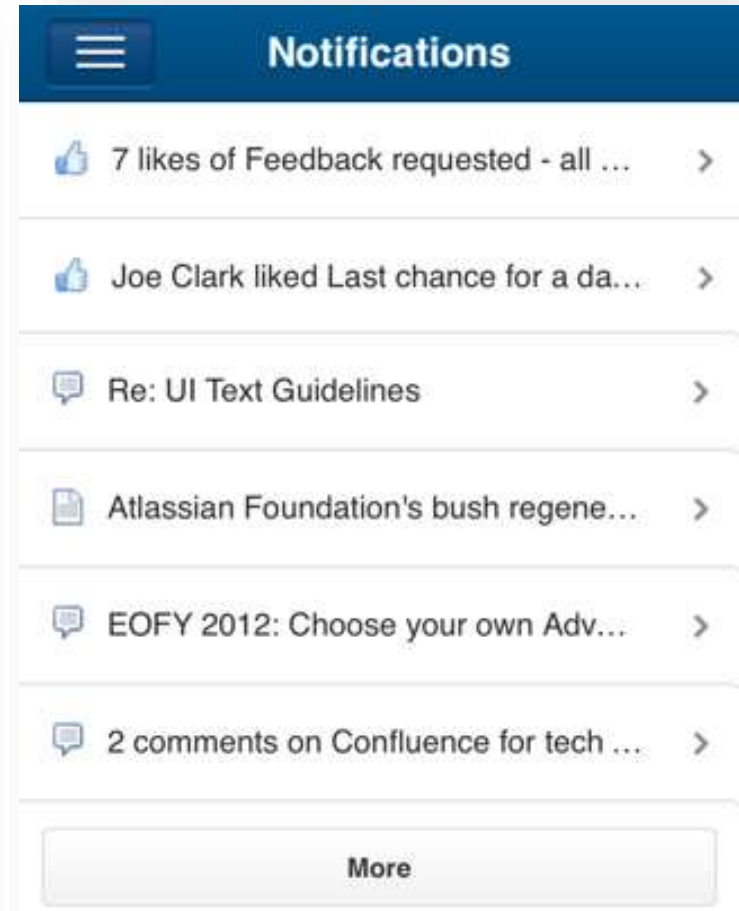
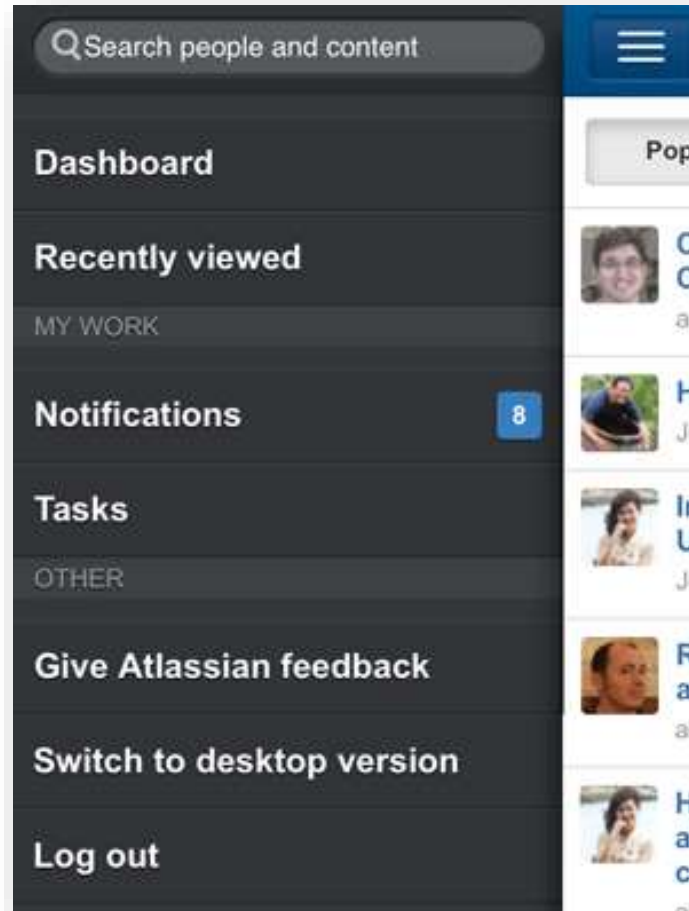
**Discuss**

Search

Get answers

JIRA

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**Search**

Get answers


JIRA  
Integration

Search

bamboo



BY

man|  
 Manjul Srivastava (m...)

ALM\_DEMO

☐ Search archived spaces

LAST MODIFIED

Any date

Last 24 hours

Last week

Last month

Last year






TYPE

All Content

Pages

Blog Posts

Page 1 of 1. Showing 9 results (0.019 seconds)

-  **Bamboo Presentation.pptx**  
 By Prajakta Babar Agenda Continuous Integration Benefits of CI CI Best Practices About **Bamboo**  
**Bamboo** Architecture Advantages **Bamboo** Best Practices Integration with other...  
 ALM\_DEMO / ... / Tool Presentations • yesterday at 3:24 PM
-  **Should we use Bamboo as CI server**  
 Status Stakeholders admin Outcome What did you decide? Due date Owner hiren Background  
**Bamboo** does more than just run builds and tests. It connects...  
 ALM\_DEMO • yesterday at 3:15 PM
-  **Configuring an application in Bamboo**  
**Bamboo** is a continuous integration (CI) server that can be used to automate the release management for a software application, creating a continuous delivery pipeline. Step...  
 ALM\_DEMO • Aug 20, 2014
-  **Creating and configuring a bamboo plan**  
 Log in to **Bamboo**. Make sure user you are logging with is having permission to create project and plan. If user does not have these permissions, 'Create' tab will not be visible...  
 ALM\_DEMO • Aug 22, 2014
-  **Continuous Integration & Build Server - Bamboo | Atlassian**  
[www.atlassian.com/software/ba...](https://www.atlassian.com/software/bamboo) <https://www.atlassian.com/software/bamboo> Track JIRA issues from code to customer using **Bamboo** to run builds, tests, and deployments. Open link...

**Find what you need:** When everything is in one place, you stop looking and start finding.

## Why Confluence?

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Organize

Create

Discuss

Search

**Get  
answers**

JIRA  
Integration

**Look, search, ask:** Capture, learn from, and retain the collective knowledge of your organization as it grows.

# Why Confluence?

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Get answers

**JIRA  
Integration**

## Insert JIRA Issue/Filter

### Search

[Create New Issue](#)

[Recently Viewed](#)

OTHER JIRA CONTENT

[JIRA Chart](#)



Search using any issue key, search URL, JIRA link, JQL, plain text or filter

☒ **Key**

**Summary**

☒

 TEMS-20

Epic created for employee data

☒

 TEMS-19

Epic for Employee Management

☒

 TEMS-18

Epic for User Tracking System

☒

 TEMS-17

Epic created for banking system project

☒

 TEMS-16

Epic created for E-commerce site

☒

 TEMS-15

Epic for Employee Management Capabilities

☒

 TEMS-14

Test traceability between Jira, Stash and Bamboo

☒

 TEMS-13

Delete Employee Details

☒

 TEMS-12

Edit Employee Details

**Add clarity to JIRA:** Transparency between the issues tracked in JIRA and related content in Confluence.

Why  
Confluence?

**Team  
Collaboration**

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Development

Knowledge  
Base

**Meeting  
Notes**

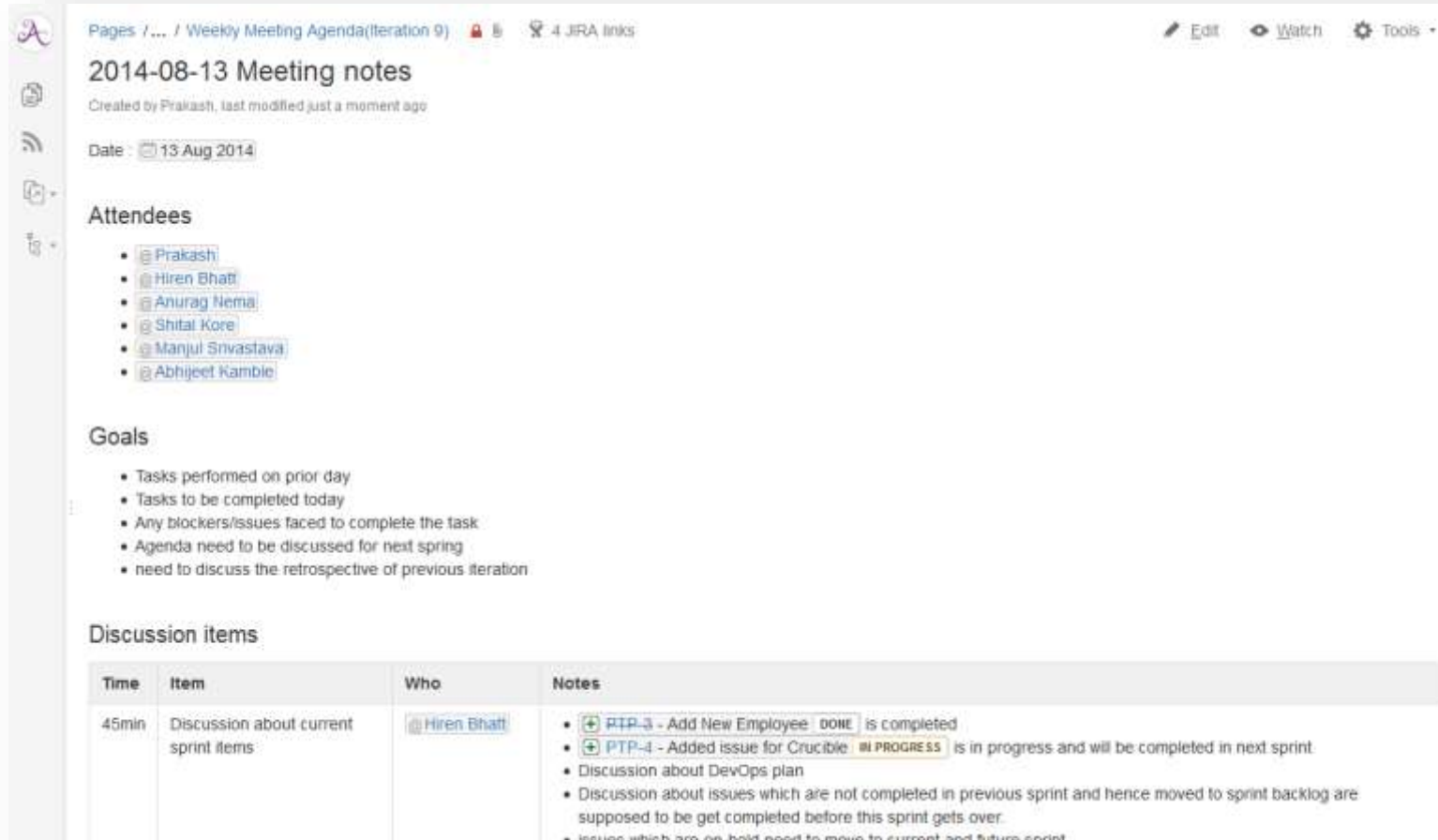
Share Files

Make  
Decisions

Share Links

Assign Tasks

Share  
Calendars



Pages / ... / Weekly Meeting Agenda(Iteration 9) 4 JIRA links

**2014-08-13 Meeting notes**  
 Created by Prakash, last modified just a moment ago

Date: 13 Aug 2014

**Attendees**

- Prakash
- Hiren Bhatt
- Anurag Nema
- Shital Kore
- Manjul Srivastava
- Abhijeet Kamble

**Goals**

- Tasks performed on prior day
- Tasks to be completed today
- Any blockers/issues faced to complete the task
- Agenda need to be discussed for next spring
- need to discuss the retrospective of previous iteration

**Discussion items**

Time	Item	Who	Notes
45min	Discussion about current sprint items	Hiren Bhatt	<ul style="list-style-type: none"> <li>+ PTP-3 - Add New Employee <b>DONE</b> is completed</li> <li>+ PTP-4 - Added issue for Crucible <b>IN PROGRESS</b> is in progress and will be completed in next sprint.</li> <li>Discussion about DevOps plan</li> <li>Discussion about issues which are not completed in previous sprint and hence moved to sprint backlog are supposed to be get completed before this sprint gets over.</li> <li>issues which are on hold need to move to current and future sprint</li> </ul>

**Make meetings count:** With all your notes and action items in one place, you can give email a break.

Why  
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Meeting Notes

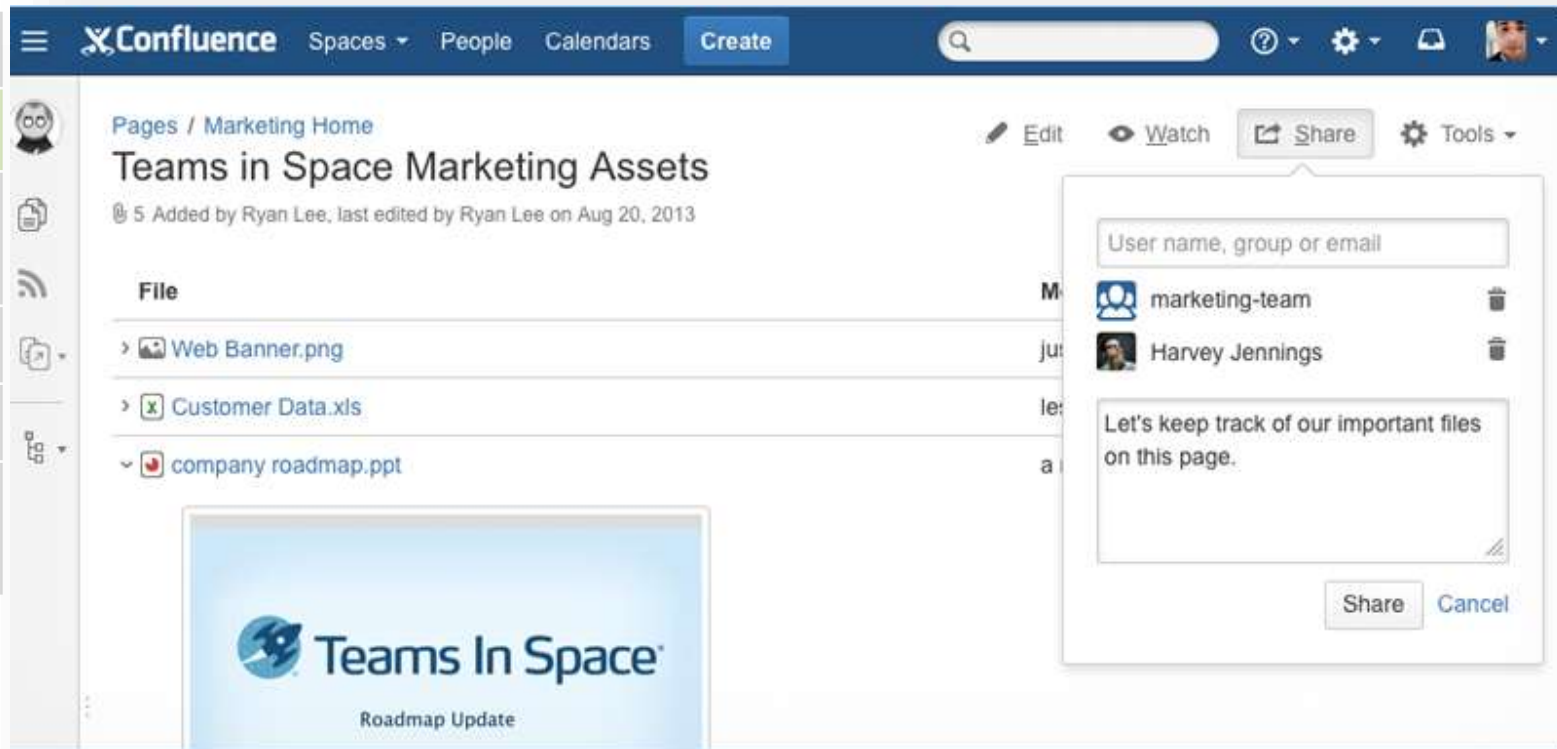
**Share Files**

Make  
Decisions

Share Links

Assign Tasks

Share  
Calendars



The screenshot displays the Confluence interface for a page titled "Teams in Space Marketing Assets". The page is part of the "Marketing Home" space. It shows a list of files: "Web Banner.png", "Customer Data.xls", and "company roadmap.ppt". A "Share" button is visible in the top right, and a sharing dialog is open, showing options to share with "marketing-team" or "Harvey Jennings". The dialog also includes a text box with the message "Let's keep track of our important files on this page." and "Share" and "Cancel" buttons.

**Engage everyone:** Whether you're in the same office or across the globe, it's easy to work together using Confluence.

Why  
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**Team  
Collaboration**

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Base

Meeting Notes

Share Files

**Make  
Decisions**

Share Links

Assign Tasks

 Share  
Calendars


Pages / ALM\_DEMO / Decision log

## What tool we should use?

Created by Prakash, last modified just a moment ago

Status	DECIDED
Stakeholders	@Hiren Bhatt
Outcome	Use Following DevOps Tools: Chef, Docker, Puppet
Due date	31 Aug 2014
Owner	@Prakash

### Background

- DevOps is an IT practice of merging the tasks performed by a company's application development team and those performed by its systems operations team.
- But the DevOps route can be tricky because it involves culture change.
- The key to DevOps is in automating as much as possible, both in the process of moving a development project through testing into run time, and in the process of handling production issues.
- DevOps involves automating the journey of the code elements from the development team through to the production team and back. It also involves a continuous feedback process for efficiency.

### What problems are we trying to solve?

In the IT industry, or perhaps to be more specific, in the software industry, particularly in the web-enabled sphere, there's a tacit assumption that products that are not delivered (if they're ever delivered), they will underperform, and not deliver well against investment. It's a wonder any of us have a job at all!

**Decide faster, record forever:** Save your team from endless loops of long meetings and frustrating email threads.



Why  
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Pages / ALM\_DEMO

Edit Watch Tools

## Shared links

Created by Prakash on Aug 21, 2014

Create shared link

**i** Tip: share a link from anywhere by dragging this button → [Share on Confluence](#) to your browser bookmarks toolbar. Once added to your toolbar, click it to share links with your team.

Title	Date	Link
Enterprise Git Repository Management   Atlassian	Aug 22, 2014	<a href="http://www.atlassian.com/software/st...">www.atlassian.com/software/st...</a>
Source Code Management Software   Atlassian FishEye	Aug 22, 2014	<a href="http://www.atlassian.com/software/fi...">www.atlassian.com/software/fi...</a>
Peer Code Review Tool   Atlassian Crucible	Aug 22, 2014	<a href="http://www.atlassian.com/software/cr...">www.atlassian.com/software/cr...</a>
Single Sign On Software   Atlassian Crowd	Aug 22, 2014	<a href="http://www.atlassian.com/software/cr...">www.atlassian.com/software/cr...</a>
Private group chat and video chat built for teams   Atlassian HipChat   Atlassian	Aug 22, 2014	<a href="http://www.atlassian.com/software/hi...">www.atlassian.com/software/hi...</a>
JIRA Introduction	Aug 22, 2014	<a href="http://www.atlassian.com/software/ji...">www.atlassian.com/software/ji...</a>
Continuous Integration & Build Server - Bamboo   Atlassian	Aug 22, 2014	<a href="http://www.atlassian.com/software/ba...">www.atlassian.com/software/ba...</a>
Confluence Team Calendars – Align people, projects, and events   Atlassian	Aug 21, 2014	<a href="http://www.atlassian.com/software/co...">www.atlassian.com/software/co...</a>
Confluence Questions – Ask once, educate forever with internal Q&A   Atlassian	Aug 21, 2014	<a href="http://www.atlassian.com/software/co...">www.atlassian.com/software/co...</a>
Git Tutorial: Basics   Atlassian	Aug 21, 2014	<a href="http://www.atlassian.com/git/tutoria...">www.atlassian.com/git/tutoria...</a>

Like Be the first to like this

No labels

**Share and build knowledge:** Share anything you find on the web – articles, tweets, videos – and discuss it with your team.




Why  
Confluence?

**Team  
Collaboration**

 Agile  
Development

 Knowledge  
Base


### Discussion items

Time	Item	Who	Notes
45min	Discussion about current sprint items	Hiren Bhatt	<ul style="list-style-type: none"> <li> JIRA   PTP-3 is completed</li> <li> JIRA   PTP-4 is in progress and will be completed in next sprint</li> <li>Discussion about DevOps plan</li> <li>Discussion about issues which are not completed in previous sprint and hence moved to sprint completed before this sprint gets over.</li> <li>issues which are on-hold need to move to current and future sprint.</li> </ul>
30min	Discussion about next sprint	Anurag Nema	<ul style="list-style-type: none"> <li> JIRA   PTP-5</li> <li>All the backlog</li> <li>Discussion about</li> <li>issues moved to</li> <li>issues which are</li> <li>Road-map for</li> </ul>

Select a due date for this task.

August 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Action items

- ☐ Anurag Nema needs to work on  JIRA | PTP-5
- ☐ Abhijeet Kamble: Please look into  JIRA | PTP-7 and complete it by
- ☐ Create retrospective document for last sprint and share it with team.
- ☐ Schedule a meeting for discussion about DevOps tools

**Stay on task:** Assign tasks to teammates to keep work moving forward.

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Meeting Notes

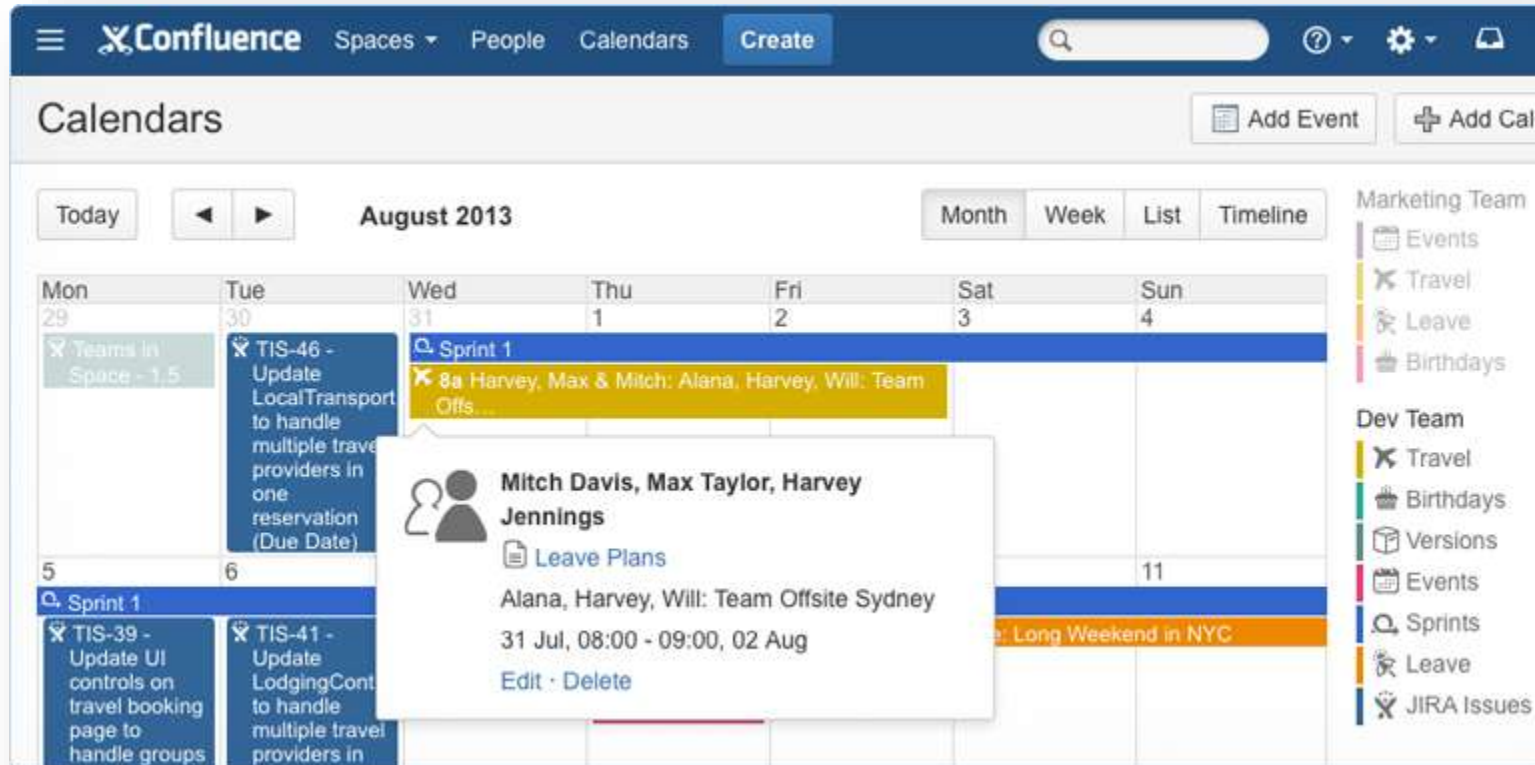
Share Files

Make  
Decisions

Share Links

Assign Tasks

**Share  
Calendars**



The screenshot displays the Confluence Calendars interface. The top navigation bar includes 'Spaces', 'People', 'Calendars', and a 'Create' button. The main section is titled 'Calendars' and shows a calendar for August 2013. The calendar is viewed in a 'Month' format, with days of the week (Mon to Sun) and dates (29 to 4) visible. Several events are listed, including 'Teams in Space - 1.5', 'TIS-46 - Update LocalTransport to handle multiple travel providers in one reservation (Due Date)', 'Sprint 1', and 'TIS-39 - Update UI controls on travel booking page to handle groups'. A detailed view of an event titled 'Sprint 1' is shown, listing participants: Mitch Davis, Max Taylor, Harvey Jennings, and Alana, Harvey, Will: Team Offsite Sydney. The event is scheduled for 31 Jul, 08:00 - 09:00, and 02 Aug. The interface also includes a sidebar with 'Add Event' and 'Add Cal' buttons, and a list of teams (Marketing Team, Dev Team) with their respective calendars (Events, Travel, Leave, Birthdays, Versions, Sprints, JIRA Issues).

**Schedule people, projects, and events:** Manage team leave, track JIRA projects, and plan events with Confluence Team Calendars.

Why  
Confluence?

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## Requirement

 Create JIRA  
Issues

Link to JIRA

 Publish  
Reports

Track Releases

Retrospectives



Pages / ALM\_DEMO / Product requirements 2 JIRA links

## Product Requirement for User Tracking

Created by Prakash, last modified on Aug 25, 2014

Target release	Release 1.0
Epic	<a href="#">TEMS-18 - Epic for User Tracking System</a> OPEN
Document status	COMPLETED
Document owner	@Manjul Srivastava
Designer	@Abhijeet Kamble
Developers	@Sumit Kumar, @Shital Kore
QA	@Abhijeet Kamble

### Goals

- The Product Requirements blueprint helps you to define, scope and track requirements for your product or feature.
- Better User interaction with the system
- Make all forms very easy to understand
- Make UI and HTML wire-frames more user friendly
- Analyzing requirements: determining whether the stated requirements are clear, complete, consistent and unambiguous, and resolving any appa
- Recording requirements: Requirements may be documented in various forms, usually including a summary list and may include natural-language stories, or process specifications.
- Visualization. Using tools that promote better understanding of the desired end-product such as visualization and simulation.

**Define product requirements:** Document, discuss, and track product requirements so your developers can hit the ground running.

Why  
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Requirements

Create JIRA  
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program gives direction to subsequent efforts, developing the reliability goals and requirements scopes the major reliability requirements to the supplier. In these cases, the supplier must first determine if the requirements are reliable specifications. Often, especially in the case of consumer products, customers do not explicitly specify the reliability requirements using a variety of techniques that will be discussed.

Create JIRA issue

Assu

- This application will be supported on the IE browsers only.
- Provides a checklist of requirements.
- Provide a contract between the project sponsor(s) and developers.
- For a large system can provide a high level description from which lower-level requirements can be derived.
- Such lists can run to hundreds of pages. They are not intended to serve as a reader-friendly description of requirements.
- Such requirements lists abstract all the requirements and so there is little context. The Business Analyst must document.
  - This abstraction is not intended to describe how the requirements fit or work together.
  - The list may not reflect relationships and dependencies between requirements. While a list does make context can render an entire use case or business requirement useless.
  - The list doesn't supplant the need to review requirements carefully with stakeholders in order to gain a desired system / application.
- Simply creating a list does not guarantee its completeness. The Business Analyst must make a good faith effort on stakeholders to point out missing requirements.
- These lists can create a false sense of mutual understanding between the stakeholders and developers; Business Analysts must be aware of this.
- It is almost impossible to uncover all the functional requirements before the process of development and testing.

**Engage everyone:** Whether you're in the same office or across the globe, it's easy to work together using Confluence.

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Requirements

Create JIRA  
Issues

**Link to JIRA**

Publish  
Reports

Track Releases

Retrospectives

### Insert JIRA Issue/Filter

[Search](#)

**Create New Issue**

[Recently Viewed](#)

OTHER JIRA CONTENT

[JIRA Chart](#)

Project\*

 Test\_EMS

Issue Type\*

 New Feature

Summary\*

Add New Employee

Description

**Requirements → Backlog:** Take your user stories in Confluence and put them in your backlog in JIRA without leaving Confluence.

Why  
Confluence?Team  
Collaboration**Agile  
Development**Knowledge  
Base

Requirements

Create JIRA  
Issues

Link to JIRA

**Publish  
Reports**

Track Releases

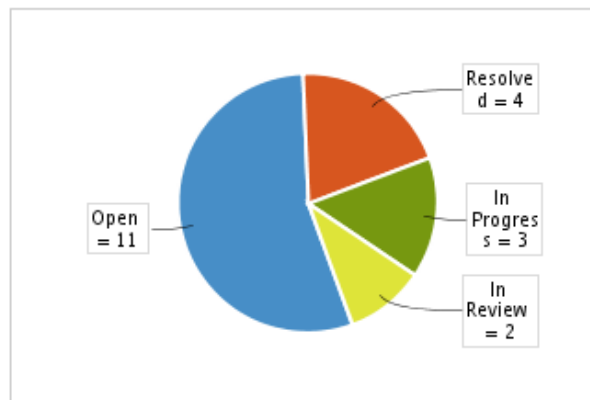
Retrospectives

**Date** Aug 26, 2014**Issues** 20 issues**Status** GREEN

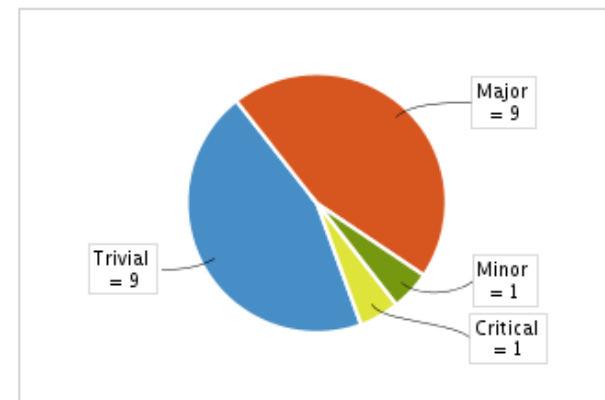
### Report summary

Following Status Report include pie charts created for Test\_EMS project. These reports are dynamic.

#### Overall status for 20 issues



#### Priority



**Communicate progress:** Keeping key stakeholders informed of the work your development team is doing in JIRA has never been this easy.



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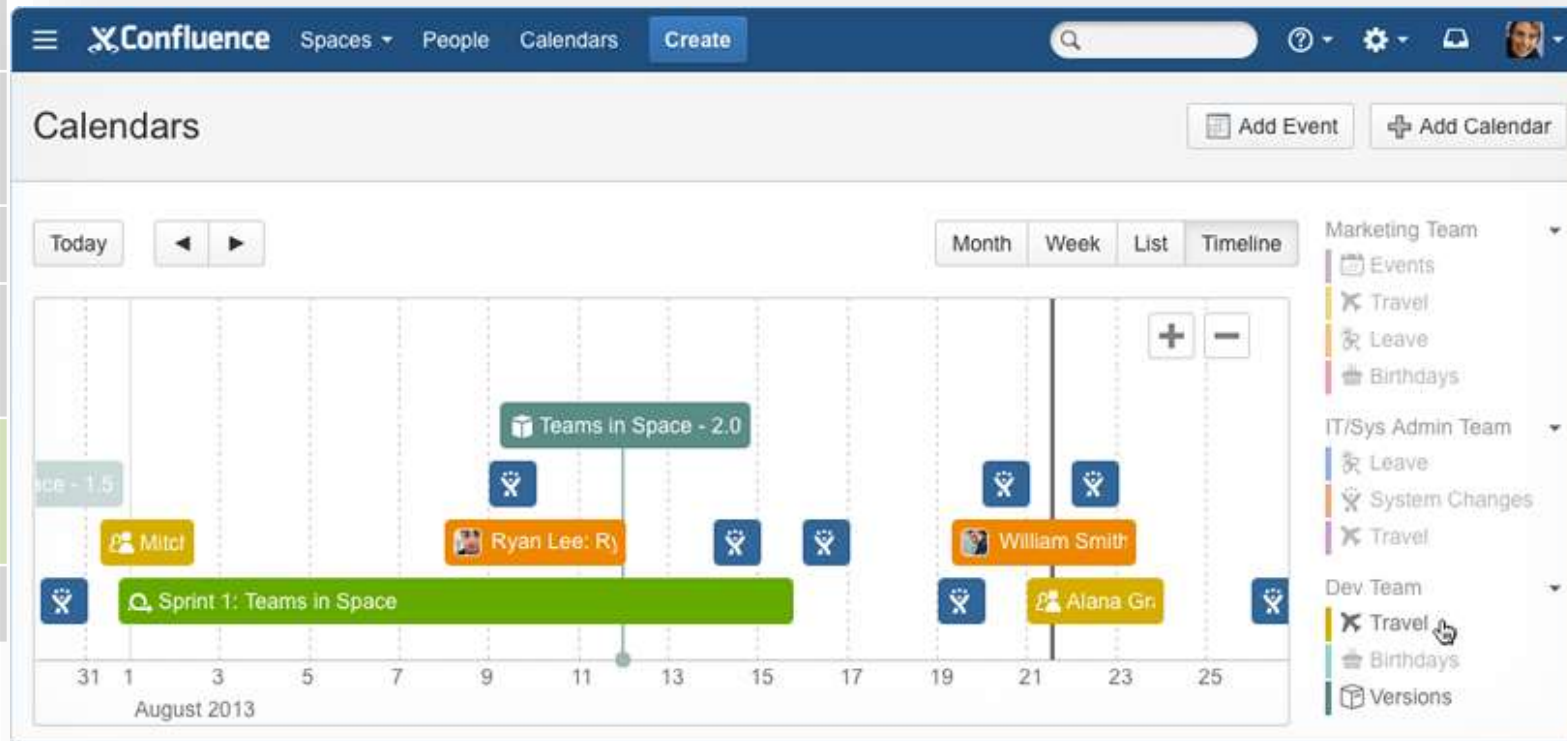
Create JIRA  
Issues

Link to JIRA

Publish  
Reports

**Track  
Releases**

Retrospectives



**Add Team Calendars:** Surface everything your team is working on in JIRA to everyone else that lives in Confluence with Team Calendars.

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## Iteration 9 Retrospective

Created by Prakash, last modified just a moment ago

Date	<input type="text" value="20 Aug 2014"/>
Participants	<input type="text" value="@Prakash"/> <input type="text" value="@Anurag Nema"/> <input type="text" value="@Hiren Bhatt"/> <input type="text" value="@Manjul Srivastava"/> <input type="text" value="@Abhijeet Kamble"/>

### Retrospective

#### What did we do well?

- Number of features in each sprint have increased to 4.
- Number of bugs are reduced to 2
- occasionally a hot topic will arise or a team conflict will escalate and the retrospective could take significantly longer.
- There are many variations on this simple format. The ScrumMaster can facilitate this sprint retrospective meeting by asking everyone to just shout out ideas during the scrum.
- After an initial list of ideas has been brainstormed, teams will commonly vote on specific items to focus on during the coming sprint.

#### What should we have done better?

- Number of bugs in each sprint should be reduced to zero
- Assigning of tasks should be more distributed
- The entire team, including both the ScrumMaster and the product owner should participate.
- our recommendation is to conduct it as a start-stop-continue meeting. This is perhaps the simplest, but often the most effective way to conduct a retrospective.
- The ScrumMaster can go around the room asking each person to identify any one thing to start, stop or continue.

### Actions

- ☐ @Anurag Nema please review iteration 10 items
- ☐ @Anurag Nema Please check [Task Report for Iteration 9](#)

**Reflect and improve:** Invite your team to reflect and improve – the agile way.

Why  
Confluence?

Team  
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Agile  
Development

**Knowledge  
Base**

## Simple Set up

Create  
Knowledge  
Articles

Instant  
structure

Connect to  
Service Desk

### Create a knowledge base

Space name\*

Space key\*  ?

Description

#### About knowledge bases

Share knowledge and best practices internally with your team or organisation. Use with your help desk solution to address common requests.



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**Set up in seconds:** Set up your fully functional knowledge base space in a few clicks.

Why  
Confluence?

Team  
Collaboration

Agile  
Development

**Knowledge  
Base**

Simple Set up

**Create  
Knowledge  
Articles**

Instant  
structure

Connect to  
Service Desk

Create

Filter

Help

Select space

ALM\_Knowledge\_Base

Parent: ALM\_Knowledge\_Base



**How-to article**

Provide step-by-step guidance for completing a task.



**Troubleshooting article**

Provide solutions for commonly encountered problems.

[Show more](#)

[Add or customise templates for the selected space](#)

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**Bundled best practices:** Quickly document solutions to known issues with the bundled how-to and troubleshooting article Blueprints.

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**Structured and searchable:** Help users find what they need by categorizing articles with labels.

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### What do you need?

### Why do you need this?

Create

Cancel

We've found solutions that could save you time



#### [Broken keyboard - Realtime Translation Stuck](#)

0 

We've had a lot of **broken keyboards** lately The Problem: Realtime Translation Stuck Some of you may have noticed that lots of us at Teams In Space lately have been...

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#### [Requesting an external monitor and keyboard for your laptop](#)

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Monitor & **Keyboard** Request Need an external monitor and **keyboard** for your laptop It's ok. We've got you covered. By default each Teams In Space employee doesn't...

**Connect to JIRA Service Desk:** Confluence helps deflect requests by recommending relevant how-to and troubleshooting articles.

## Best Practices

### Creating space for



**PROJECT**

- Set goals, define stakeholders, track progress of your project
- Tracks all of the project's important deliverables and milestones.

**TEAM**

- It should be easy for team to work in this space.
- It should be easy for anyone else to learn what our team is up to.



# Any Questions?



# Glossary

- Confluence : <https://www.atlassian.com/software/confluence>
- Confluence Questions : <https://www.atlassian.com/software/confluence/questions>
- Confluence Team Calendars : <https://www.atlassian.com/software/confluence/team-calendars>



Thank You!