

# JIRA Story BI Workflow

Please see the flow documentation below for any questions regarding the flow of work.



**Note:** Prior to an AER, most stories will start as a CP ticket. A CP is a change proposal that the Workstream BRM reviews and accepts as a potential future improvement.

While a story is in 'Backlog' status it will be groomed and reviewed by the development team members to denote that it contains all the necessary details to build the request from start to finish.

**During the 'Backlog' stage of a ticket you may see:**

- A developer is assigned to the specific story
- An estimation of the number of hours of work it will take to develop the story
- A BRM may select to 'Defer/Hold' further work on the story
- This is done by updating the status to Defer/Hold

After all the necessary information and an Estimation is applied to a story the Status will be updated to 'Ready for Build'

**During the 'Ready for Build' stage of a ticket you may see:**

- A developer is assigned to the specific story
- An estimation of the number of hours of work it will take to develop the story
- The ticket is deemed 'Not Ready' and moved back to 'Backlog' after further investigation was performed
- The ticket is applied to a Sprint

When a Developer begins building a story that was in 'Ready for Build' they will update the status to 'Build'

**During the 'Build' stage of a ticket you may see:**

- Request for architect review
- Request for security review
- Build work performed and promoted to QA
- Moved to 'Backlog' if the original design will not satisfy the needs of the ticket and a redesign is needed.

When a Developer has completed their build work of the story that was in 'Build' they will update the status to 'Ready for QA'

When a QA Representative begins the QA on a story they will update the story status to 'QA-Test'

**During the 'QA-Test' stage of a ticket you may see:**

- When a QA Representative finds a defect during the QA processes they will update the story status to 'Build Defect'
- While the ticket is in 'Build Defect' status the work is tracked via the linked Defect ticket(s).

- Once all 'Build Defects' are resolved the story will move back into 'Ready for QA' for a full retest of the story
- When a QA Representative find no defects the status of the story will be updated to 'QA Complete'

**During the 'QA Complete' stage of a ticket you may see:**

- The story being promoted from the application QA environment to the application UAT environment
- Short meetings to explain how the new feature would work
- When a Developer has completed moving the story into the Application UAT environment the status of the ticket will be updated to 'Ready for UAT'
- When a Business User begins their testing the status of the ticket will be updated to 'Business-Test'

**During the 'Business-Test' stage of a ticket you may see:**

- When a Business User finds a defect during the QA processes they will update the story status to 'Build Defect'
- While the ticket is in 'Build Defect' status the work is tracked via the linked Defect ticket(s).
- Once all 'Build Defects' are resolved the story will move back into 'Ready for QA' for a full retest of the story
- If a Defect is found 'Invalid' it will move the story back to 'Ready for UAT'
- A UAT Defect is not to be used for modifying the requirements of a story
- **APPROVED-UAT NOTE:** *Only approved UAT testers are able to pass UAT stage of a ticket. For further questions please discuss with [Jay Nelson](#)*

**(below edited for BI Only)**

- When a Business User finds no defects the status of the story will be updated to '**Approved-UAT**'
- When a story has passed QA/UAT, you must assign it to the appropriate Workstream Final Approver for Release Approval. They are the only ones who can change the status to '**Approved for Release**'. The list of workstream final approvers and their backups can be found [here](#).
- When a story has reached 'Approved for Release', choose a release date from the Fix Version drop down list. It cannot be the same day nor a Friday. When the anticipated release date approaches it will be marked with a status of 'Ready for Release' by the 'Release Approval Manager'.
- When a story is in '**Ready for Release**' it is clear to release to production by that application 'Release Manager' or BI Lead.
- After a story is released into Production, mark it as '**Deployed**' using the 'Action' drop down menu as your final step. It may not show as Deployed right away, but it will eventually.