

JIRA

CONTENTS

1. Introduction.....	2
2. Important Terms & Definitions.....	3
3. Let us create a project in Jira	
3.1. Create a project.....	6
3.2. Create a team.....	7
3.3. Invite people to our team.....	7
3.4. Create Epic, User stories, Sub tasks	
3.4.1. Create Epic.....	8
3.4.2. Create User story.....	10
3.4.3. Create Subtasks.....	11
3.5. Create Sprint.....	12
3.6. Enable Reports.....	14
3.7. Create Bugs.....	15
3.8. Create Dashboard, add gadgets.....	17

1.Introduction

Jira is a software application developed by the Australian software company Atlassian that allows teams to track issues, manage projects, and automate workflows. It is a popular agile project management tool that supports agile methodologies like Kanban and Scrum. It allows the project teams to adapt the agile practices easily.

Types of Jira: application types, deployment types, plans(cloud)

Jira is used as a project tracking tool with benefits like:

- Ability to track project progress from time to time
- Use cases include project management, bug tracking, feature implementation
- Easily customizable and extensible
- Platform-independent
- Report time and monitor progress
- Keep an authoritative, historical & legal record

2. Important Terms & Definitions

Issue

- It is an individual item in Jira
- Each time you create an item, you are creating a new issue with a unique key to identify it.

Project

- Collection of issues
- There is generally one Jira project per department, system, team, or application.
- Each project has a long name and short name.
Eg: Long name >> Digital Resume Builder Project Group 5
Short name >> DRBG5
- Each issue in a Jira project has a unique identifier/key. It is made up of the project's shortname and a unique number.
- Different Jira application types have different project types
Eg: 4 Jira cloud project types
 - Software project(from Jira software)
 - Support project(from Jira Service Desk)
 - Business project(from Jira core)
 - Next gen project(means next generation)

Board

- It is a status based view of issues from one or more projects
 - It is an easy way to see the status of many issues at the same time
 - 2 types;
 - >> **Scrum Board**: for teams that plan in chunks of work called “sprints”.
 - >> **Kanban Board**: for teams with less structured/flexible delivery schedules.
- While Scrum and Kanban are development terms, any team can benefit from viewing their work on a board.

Dashboard

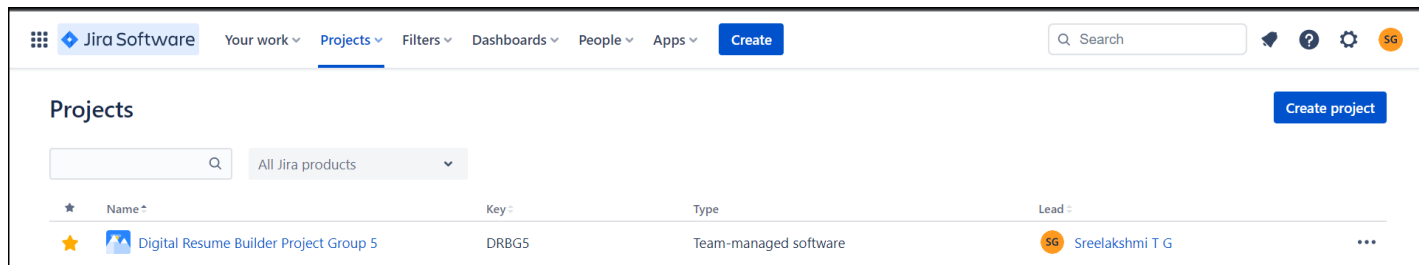
- It is a statistics-based view of issues from one or more projects.
 - It shows a lot of issue data at one time.
 - It shows counts, trends, and charts.
 - There is a default system dashboard for everyone to use and you can create a custom dashboard.
 - Gadgets display summaries of Jira projects and issue data on the dashboard. You can customize gadgets to display projects and issue details relevant to particular users.
- Eg:

Gadget	Description
Activity Stream Gadget	Displays a summary of your recent activity
Days Remaining in Sprint Gadget	Displays days remaining in a sprint
Pie Chart Gadget	Displays issues from a project or issue filter, grouped by a statistic type, in pie-chart format. Issues can be grouped by any statistic type (e.g. Status, Priority, Assignee, etc)
Projects Gadget	Display information and filters related to a project(s)
Sprint Health Gadget	Visual snapshot of the health of a sprint
Two Dimensional Filter Statistics Gadget	Displays tabular data based on a filter

3. Let us create a project in Jira

3.1. Create a Project

click Create project (or Projects → Create project) → Name: Digital Resume Builder Project Group 5 → select Software Project → select Project template: Scrum → select Project type: Team managed → Key: DRBG5(you can also edit the key) → click “Create”

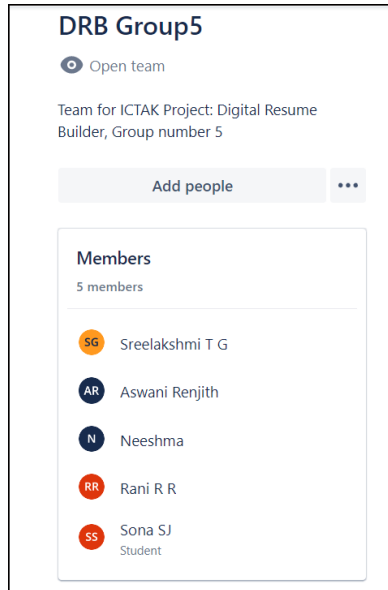


3.2. Create Team

People → Create a team → Team name: DRB Group5 → click “Create team”

3.3. Invite people to our team

People → Invite people to Jira → Enter other members email id → click “Add 4 people”



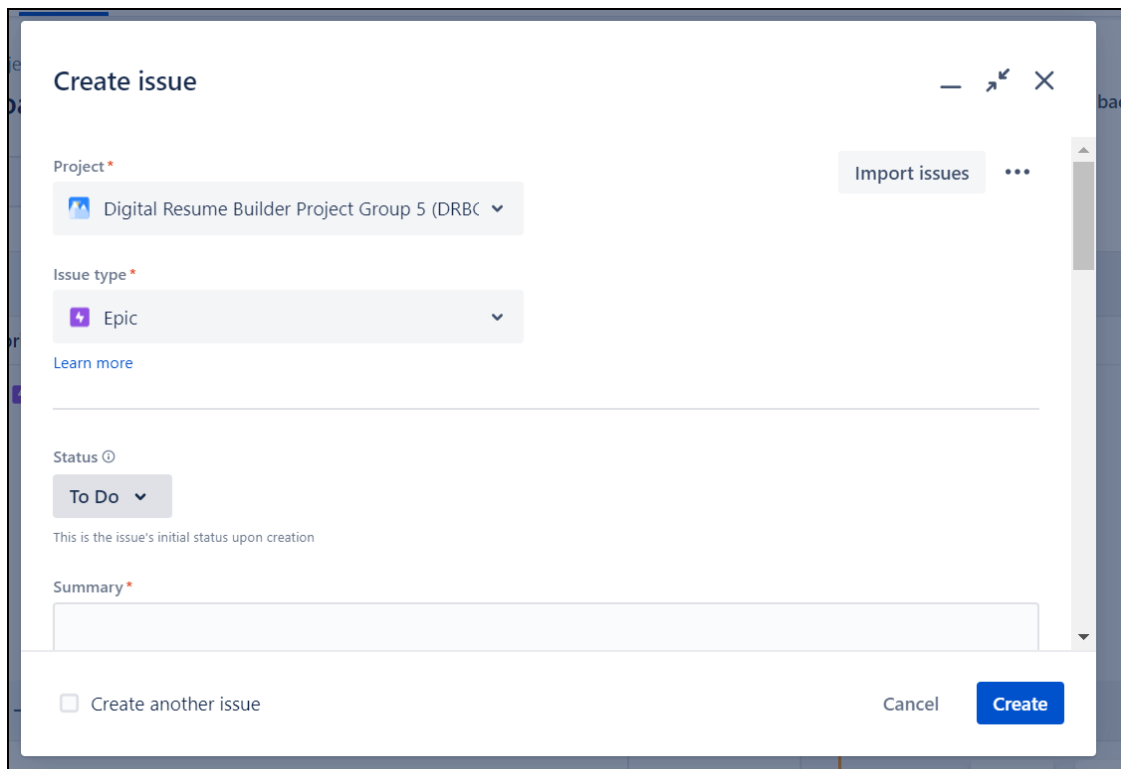
3.4. Create Epic, User stories, Sub tasks

3.4.1. Create Epic

click “Roadmap” → Create

Select ‘Epic’ from the ‘Issue type’ drop down box.

And add status, summary, description, assignee, etc.



The screenshot shows the 'Create issue' dialog box in Jira. The dialog has a title bar with a minus sign, a maximize button, and a close button. The main content area is divided into several sections:

- Project:** A dropdown menu showing 'Digital Resume Builder Project Group 5 (DRBC)' with a downward arrow.
- Issue type:** A dropdown menu showing 'Epic' with a downward arrow.
- Status:** A dropdown menu showing 'To Do' with a downward arrow. Below it, a note states: 'This is the issue's initial status upon creation'.
- Summary:** A text input field.
- Footer:** A checkbox labeled 'Create another issue' on the left, and 'Cancel' and 'Create' buttons on the right.

There is also an 'Import issues' button with a three-dot menu icon in the top right corner of the dialog.

Jira Software Your work Projects Filters Dashboards People Apps Create

Digital Resume Builder... Software project

PLANNING

- Roadmap
- Backlog
- Board
- Reports

DEVELOPMENT

- Code
- Project pages
- Add shortcut
- Project settings

Projects / Digital Resume Builder Project Group 5

Roadmap

SG

Status category Epic

Sprints

DRBG5-1 EP001_Testing Digital Resume Builder application

- DRBG5-2 US001_Test Plan creation DONE
- DRBG5-3 US002_Test scenarios creation DONE
- DRBG5-5 US003_Automation of Test scenarios DONE
- DRBG5-6 US004_Perform Functional testing DONE
- DRBG5-7 US005_Performance Testing IN PROGRESS
- DRBG5-8 US006_Deployment of our work TO DO

+ Create Epic

Jira Software Your work Projects Filters Dashboards People Apps Create

Digital Resume Builder... Software project

PLANNING

- Roadmap
- Backlog
- Board
- Reports

DEVELOPMENT

- Code
- Project pages
- Add shortcut
- Project settings

Projects / Digital Resume Build... / DRBG5-1

EP001_Testing Digital Resume Builder application

Attach Add a child issue Link issue

Description

To perform Manual testing, Automation testing and Performance testing on "Digital Resume Builder" application

Child issues

Order by 66% Done

- DRBG5-2 US001_Test Plan creation 4 SG DONE
- DRBG5-3 US002_Test scenario creation 5 DONE
- DRBG5-5 US003_Automation of Test scenarios 5 DONE
- DRBG5-6 US004_Perform Functional testing 5 DONE
- DRBG5-7 US005_Performance Testing 5 IN PROGRESS

SG Add a comment...

Pro tip: press M to comment

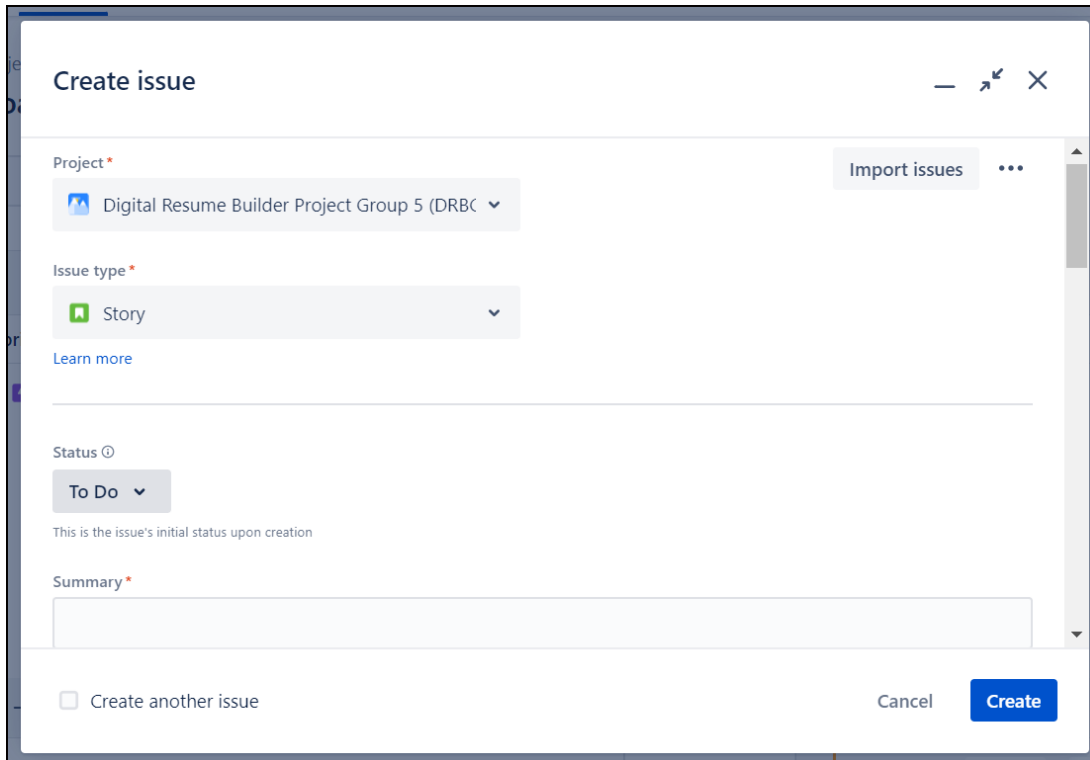
<https://jiralearningictkerala.atlassian.net/jira>

3.4.2. Create User story

click “Roadmap” → Create

Select ‘Story’ from the ‘Issue type’ drop down box.

And add status, summary, description, assignee, etc.



The screenshot shows the 'Create issue' dialog box in Jira. The title bar at the top says 'Create issue' with standard window controls. Below the title bar, there's a 'Project' field with a dropdown menu showing 'Digital Resume Builder Project Group 5 (DRBC)'. To the right of the project field is an 'Import issues' button and a three-dot menu. Below the project field is an 'Issue type' field with a dropdown menu showing 'Story'. Below the issue type field is a 'Learn more' link. Below the issue type field is a 'Status' field with a dropdown menu showing 'To Do'. Below the status field is a note: 'This is the issue's initial status upon creation'. Below the status field is a 'Summary' field with a text input area. At the bottom of the dialog, there's a checkbox labeled 'Create another issue', a 'Cancel' button, and a 'Create' button.

Create issue

Project *

Digital Resume Builder Project Group 5 (DRBC)

Issue type *

Story

Learn more

Status ⓘ

To Do

This is the issue's initial status upon creation

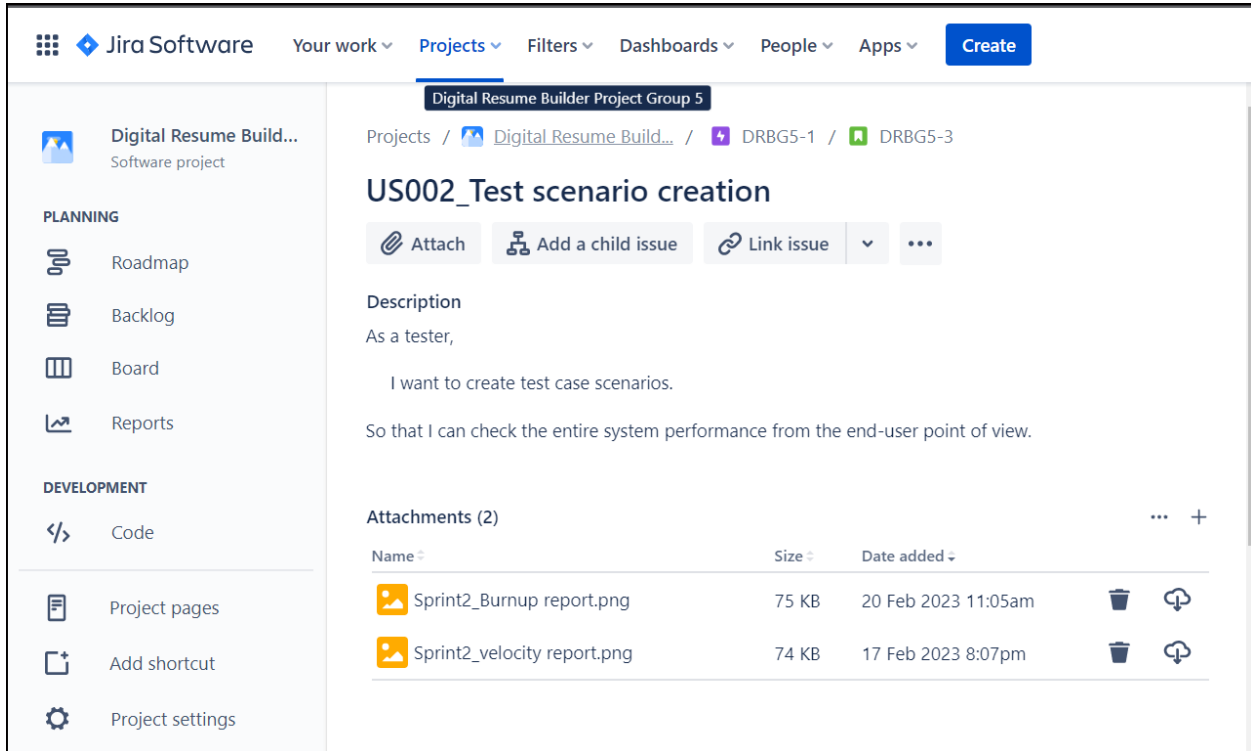
Summary *

☐ Create another issue

Cancel Create

3.4.3. Create Sub tasks

Select a User story in which we want to create their sub tasks.
Click ‘Add a child issue’



Jira Software Your work ▾ Projects ▾ Filters ▾ Dashboards ▾ People ▾ Apps ▾ Create

Digital Resume Builder Project Group 5







Projects / Digital Resume Build... / DRBG5-1 / DRBG5-3

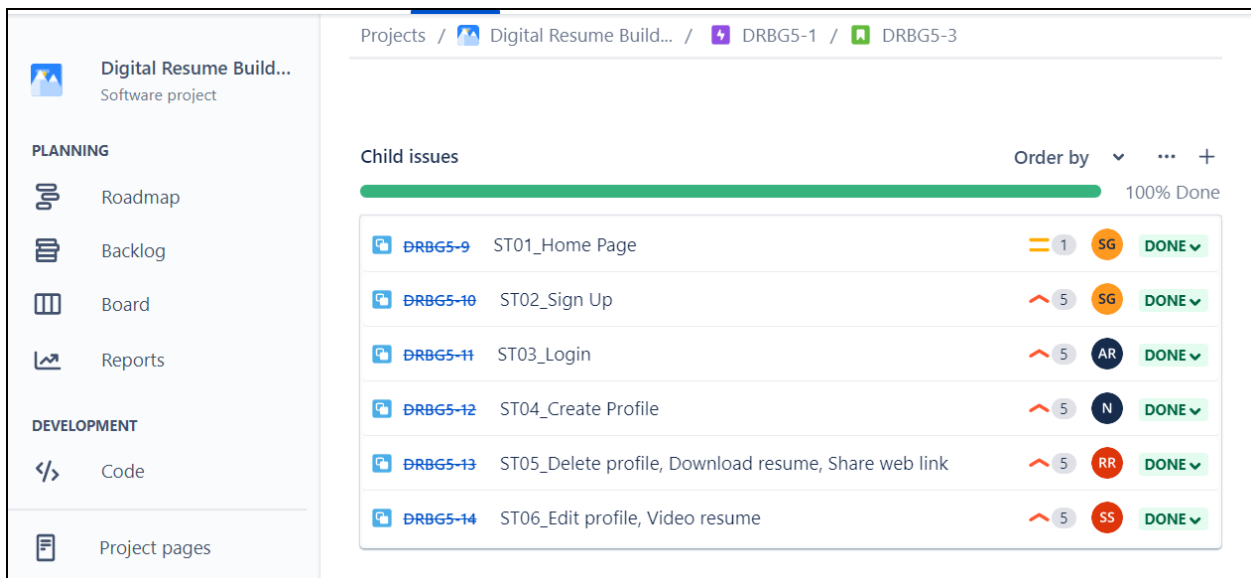
US002_Test scenario creation

Attach Add a child issue Link issue ▾ ⋮

Description
As a tester,
I want to create test case scenarios.
So that I can check the entire system performance from the end-user point of view.

Attachments (2) ⋮ +

Name ▾	Size ▾	Date added ▾		
 Sprint2_Burnup report.png	75 KB	20 Feb 2023 11:05am		
 Sprint2_velocity report.png	74 KB	17 Feb 2023 8:07pm		









Projects / Digital Resume Build... / DRBG5-1 / DRBG5-3

Child issues

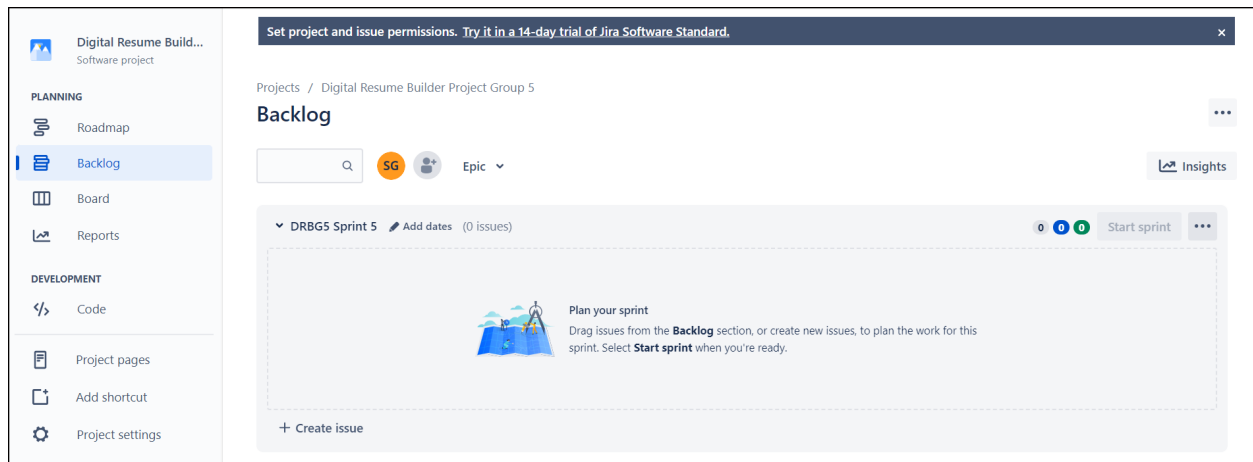
Order by ▾ ⋮ +

100% Done

 DRBG5-9	ST01_Home Page	1	SG	DONE ▾
 DRBG5-10	ST02_Sign Up	5	SG	DONE ▾
 DRBG5-11	ST03_Login	5	AR	DONE ▾
 DRBG5-12	ST04_Create Profile	5	N	DONE ▾
 DRBG5-13	ST05_Delete profile, Download resume, Share web link	5	RR	DONE ▾
 DRBG5-14	ST06_Edit profile, Video resume	5	SS	DONE ▾

3.5. Create Sprint

Click 'Backlog' from the left sidebar → Create a new issue/ drag an issue(s) from Backlog, which shows that the remaining issue(s) to be solved.
After that click 'Start sprint'



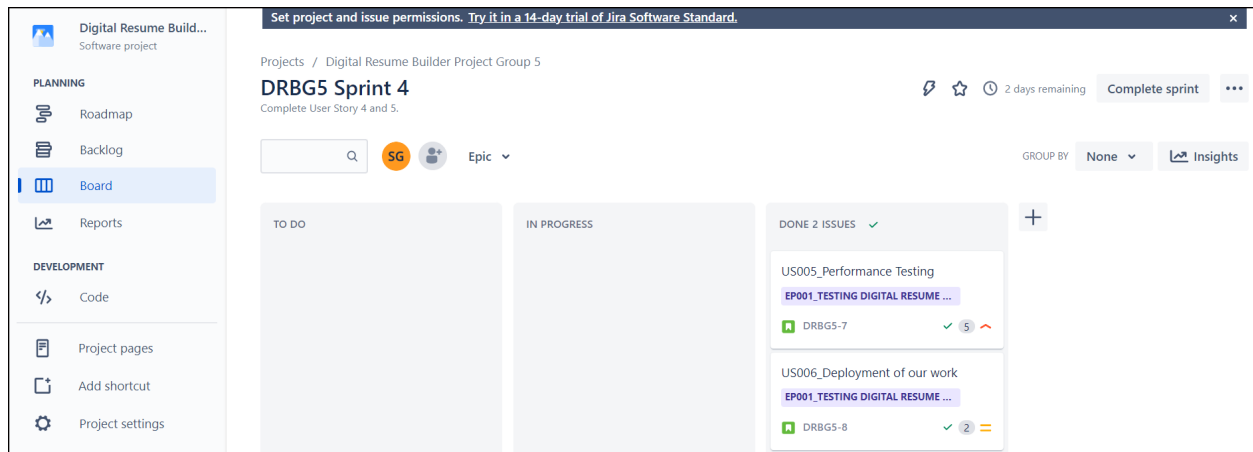
We can edit our sprint according to our plan.

The screenshot displays the 'Edit sprint: DRBG5 Sprint 4' modal window. It includes the following fields: 'Sprint name' with the value 'DRBG5 Sprint 4'; 'Start date' set to '2/27/2023 12:53 PM'; 'End date' set to '3/5/2023 12:30 AM'; and a 'Sprint goal' text area containing 'Complete User Story 4 and 5.'. At the bottom right, there are 'Update' and 'Cancel' buttons.

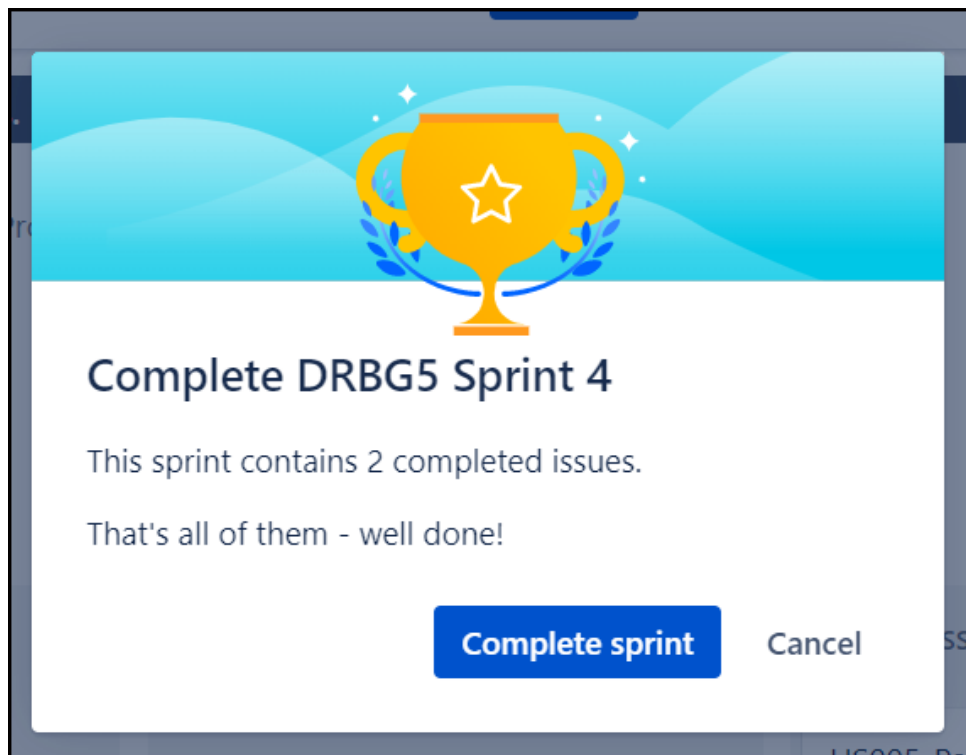
There are 3 states;

To Do → In Progress → Done

When our issues gone to 'done' state, then click 'Complete sprint'

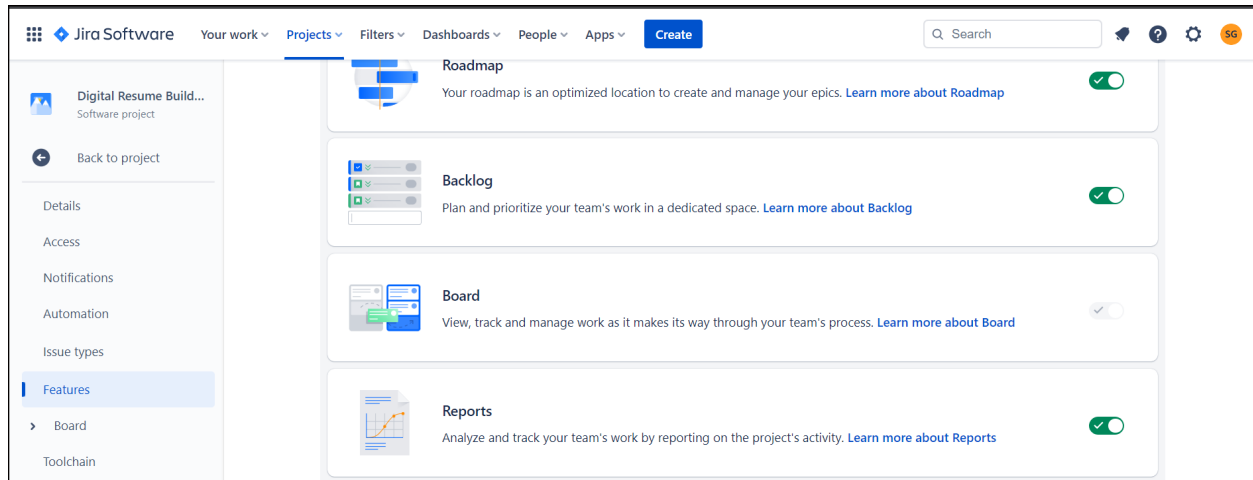


When we click the 'Complete sprint' button, we will see a pop up message like this. Then click 'Complete sprint'.



3.6. Enable Reports

Project settings → Features → Enable ‘Reports’ → Back to project



Reports of our project;

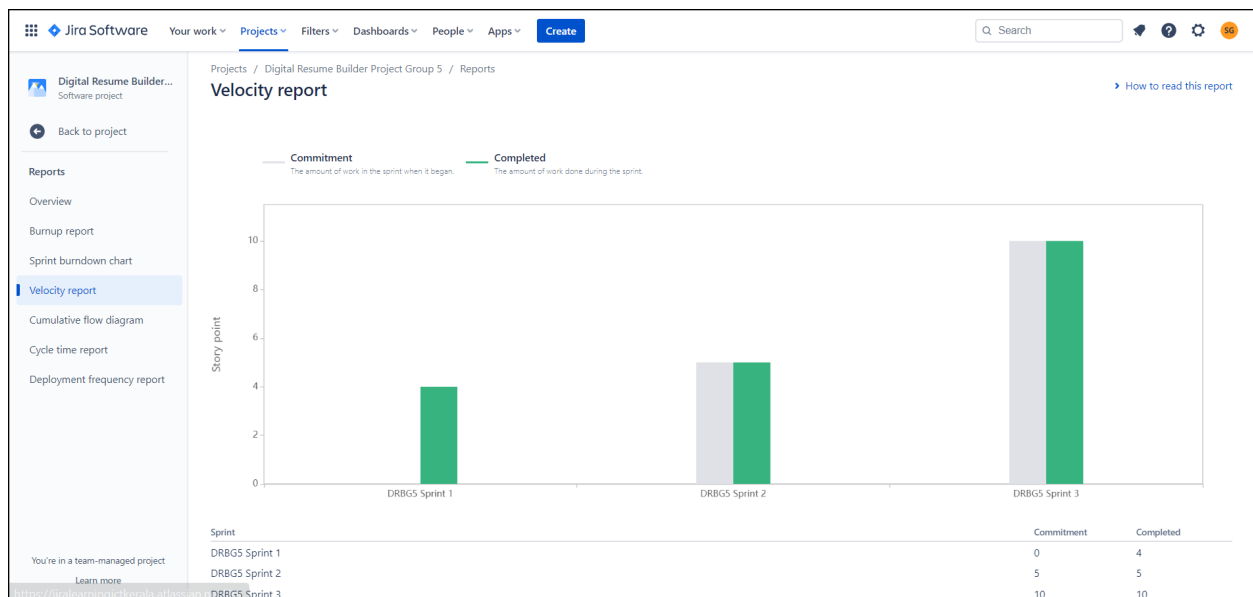


FIG1: Velocity report

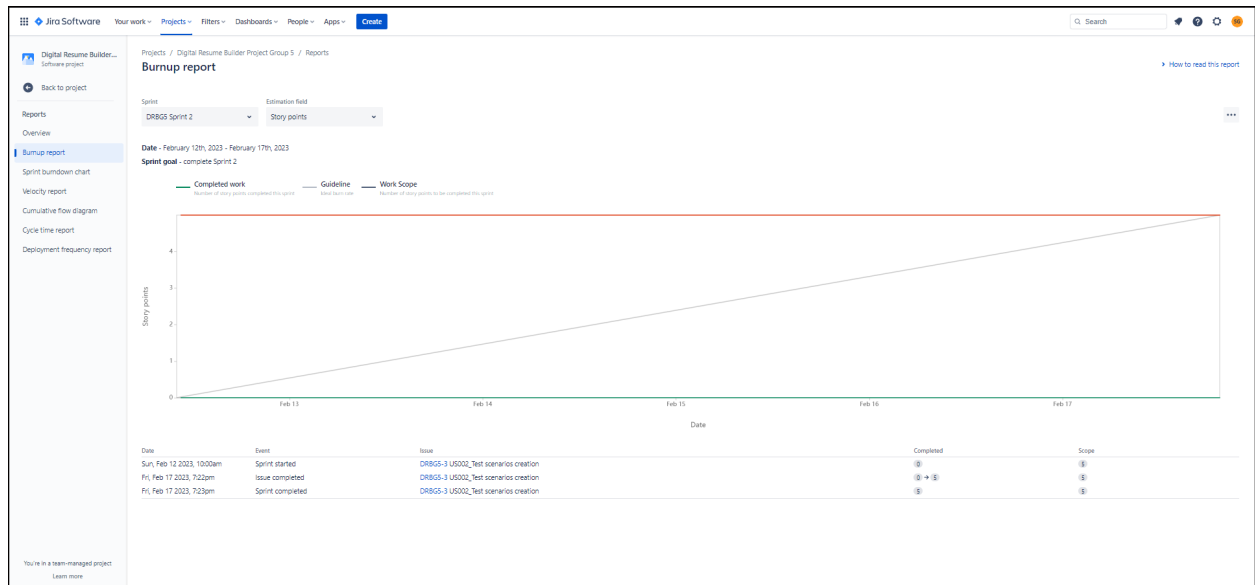


FIG2: Burnup report

3.7. Create Bugs

Select 'Backlog' from left sidebar → Create issue → select 'Bug' from drop down list.

Backlog

Projects / Digital Resume Builder Project Group 5




Search: [SG] [User] Epic

Issues:


- DRBG5-29 Profile cant be created with name having more than 20 characters
- DRBG5-43 No error message while entering an existing email address
- DRBG5-45 No error message while entering wrong and incomplete confirm password
- DRBG5-58 ERROR MESSAGE NOT DISPLAYED FOR VALID PASSWORD AND NULL USERNAME
- DRBG5-59 search item functionality is working with mandatory data
- DRBG5-60 Verifying whether the user can edit DOB with a future date by keeping other entries same
- DRBG5-61 No error message while entering invalid phone number


+ Create issue


We can add bug description, assignee, screenshot of bugs, etc.


Projects /  Digital Resume Build... /  Add epic /  DRBG5-43


No error message while entering an existing email address

 Attach

 Add a child issue

 Link issue





DRB

1

Description







No error message will be displayed while entering an existing email address.

Instead of error message there is a pop up message like "New user added".

Attachments (2)

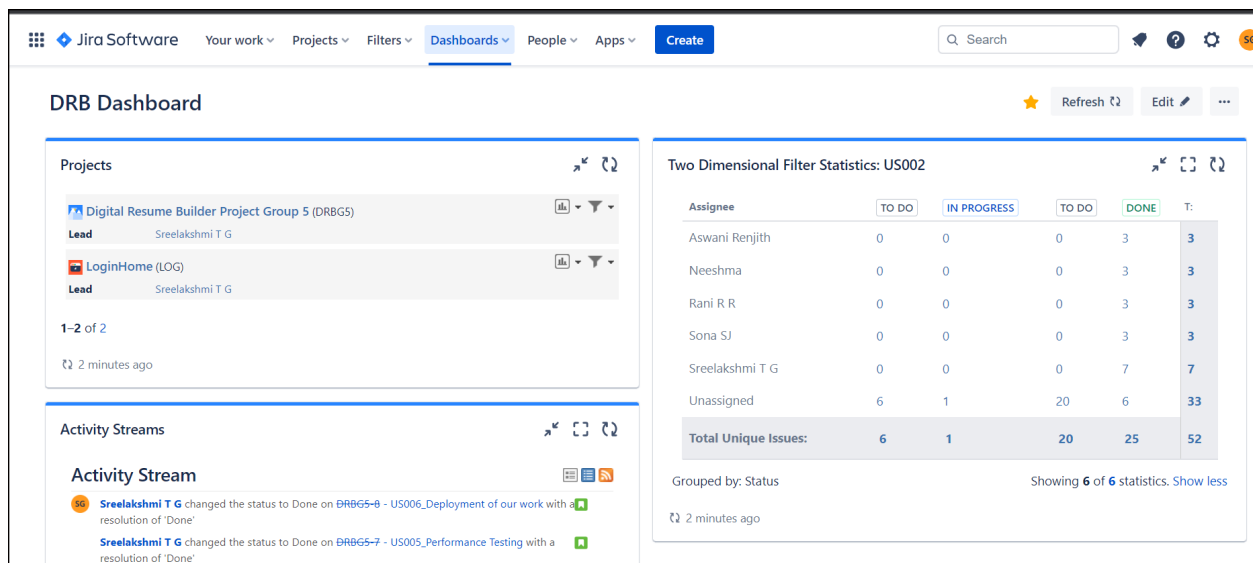
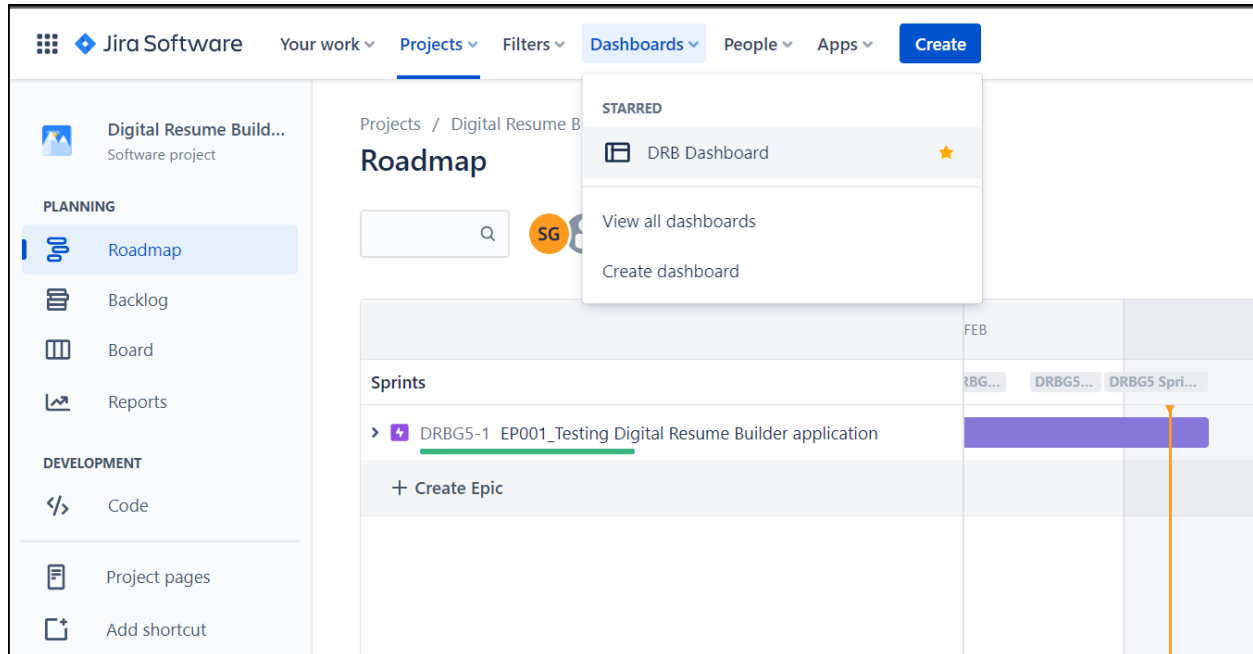
...

+

Name	Size	Date added		
 Bug_ID43.png	134 KB	28 Feb 2023 12:12am		
 Bug_ID43(a).png	128 KB	28 Feb 2023 12:12am		

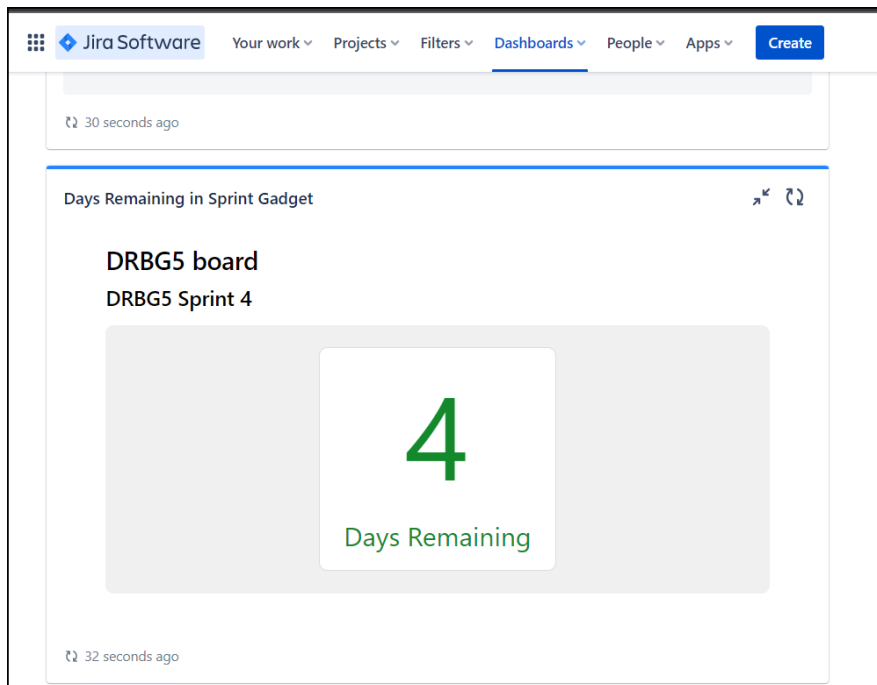
3.8. Create Dashboard, edit gadgets

Dashboards → Create dashboards → Name: DRB Dashboard

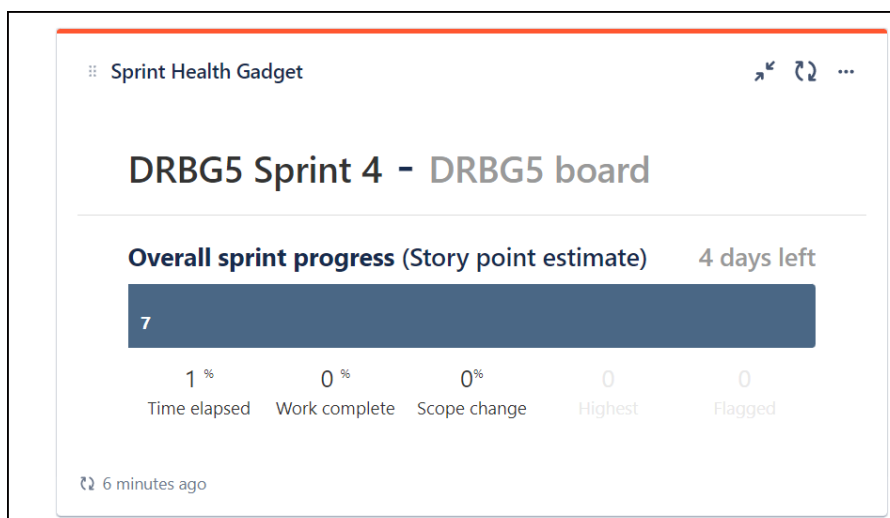


List of Gadgets we are used;

1) Days Remaining in Sprint Gadget



2) Sprint Health Gadget



DRB Dashboard

Sprint Health Gadget



DRBG5 Sprint 4 - DRBG5 board

Overall sprint progress (Story point estimate) 4 days left



1 %	0 %	0%	0	0
Time elapsed	Work complete	Scope change	Highest	Flagged

1 minute ago

Sprint Health Gadget



DRBG5 Sprint 4 - DRBG5 board

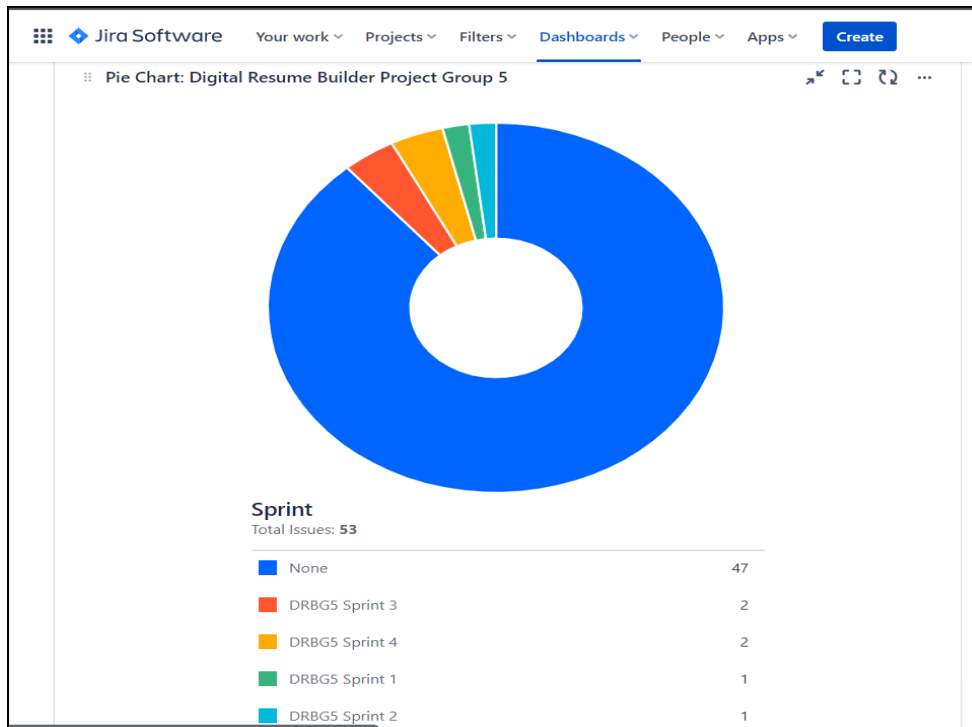
Overall sprint progress (Story point estimate) 2 days left



62 %	100 %	0%	0	0
Time elapsed	Work complete	Scope change	Highest	Flagged

31 seconds ago

3) Pie Chart Gadget



4) Activity Streams Gadget

The figure is an "Activity Streams" gadget. It displays a list of recent activities. The first activity shows "Sreelakshmi T G" changing the status of issue "DRBG5-8 - US006_Deployment of our work" to "Done". The second activity shows the same user changing the status of issue "DRBG5-7 - US005_Performance Testing" to "Done".

Activity Stream

- SG** Sreelakshmi T G changed the status to Done on [DRBG5-8 - US006_Deployment of our work](#) with a resolution of 'Done'
- Sreelakshmi T G changed the status to Done on [DRBG5-7 - US005_Performance Testing](#) with a resolution of 'Done'

5) Two Dimensional Filter Statistics Gadget

Two Dimensional Filter Statistics: US002

Assignee	TO DO	IN PROGRESS	TO DO	DONE	T:
Aswani Renjith	0	0	0	3	3
Neeshma	0	0	0	3	3
Rani R R	0	0	0	3	3
Sona SJ	0	0	0	3	3
Sreelakshmi T G	0	0	0	7	7
Unassigned	6	1	20	6	33
Total Unique Issues:	6	1	20	25	52


Grouped by: Status Showing 6 of 6 statistics. [Show less](#)

Just now


6) Projects Gadget

DRB Dashboard

Projects

 Digital Resume Builder Project Group 5 (DRBG5)

Lead Sreelakshmi T G

 LoginHome (LOG)

Lead Sreelakshmi T G

1-2 of 2

16 minutes ago

Please visit this page for more information about our Jira project.

<https://jiralearningictkerala.atlassian.net/jira/software/projects/DRBG5/boards/2/roadmap?shared=&atlOrigin=eyJpIjoiZGY0ZGNmYWVmNGVmNGEwYmJmODZlZmM3ZDAzMTEiLCJwIjoiaj9>