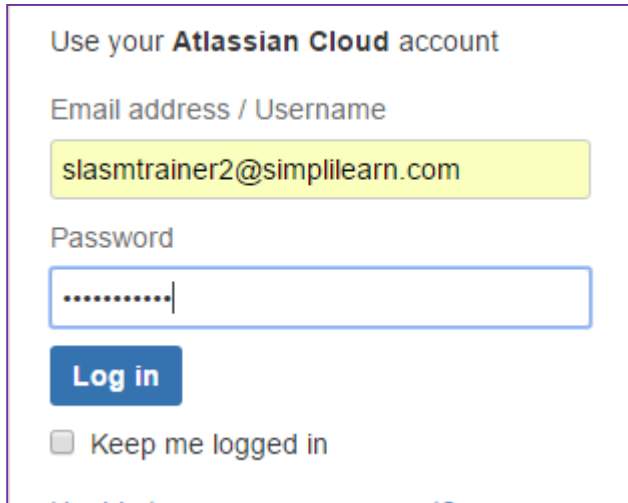


The purpose of this document is to explain how the JIRA Tool should be used for tracking all the Project Management Activities under Agile stream

## 1 Login into JIRA

Once the User ID is created in JIRA, the tool will send the auto message for login. Use the same credentials to log into JIRA and change the password after first login



Use your **Atlassian Cloud** account

Email address / Username

slasmtrainer2@simplilearn.com

Password

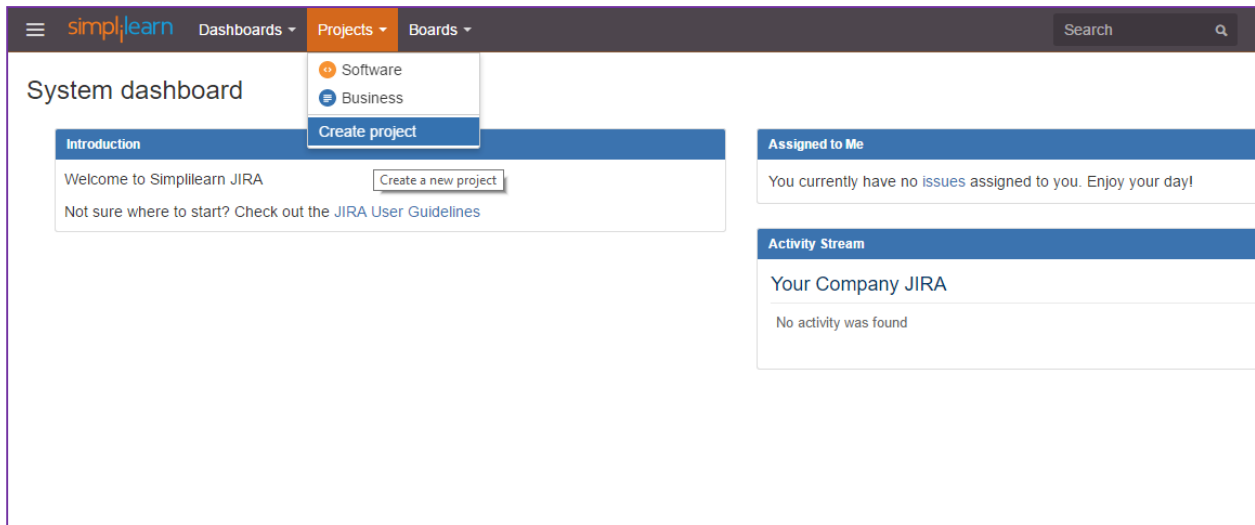
.....

**Log in**

☐ Keep me logged in

## 2 Creating a Project

- Choose **Projects > Create Project**



System dashboard

Introduction

Welcome to Simplilearn JIRA

Not sure where to start? Check out the JIRA User Guidelines

Create a new project

Assigned to Me

You currently have no issues assigned to you. Enjoy your day!

Activity Stream

Your Company JIRA

No activity was found

- Select the Scrum Software Development methodology

Create project

SOFTWARE

**Scrum software development**  
 Agile development with a board, sprints and stories. Connects with source and build tools.

**Kanban software development**  
 Optimise development flow with a board. Connects with source and build tools.

**Basic software development**  
 Track development tasks and bugs. Connects with source and build tools.

BUSINESS

**Project management**  
 Plan, track and report on all of your work within a project.

**Task management**  
 Quickly organize and assign simple tasks for you and your team.

**Process management**  
 Track all the work activity as it transitions through a streamlined process.

[Import a project](#) | 
 [Create with shared configuration](#) | 
 [Create sample data](#)

Next

Cancel

- Click Select

Scrum software development

Use this project to manage your Agile development work. Create a backlog, organise work into sprints, check progress using reports, and more. This project includes a Scrum board, a basic Agile workflow and issue type configuration, which you can change later on.

ISSUE TYPES

Bug

Task

Sub-task

Story

Epic

WORKFLOW

TO DO

→

IN PROGRESS

→

DONE

Back

Select

Cancel

- Enter the Project Name Leave the project key set to its default value.

Scrum software development

Name

Sample Scrum Project

Max. 80 characters.

Key

SSP

Max. 10 characters.

Scrum software development

You are creating a project for a Scrum team. You may want to name this project after the product or development team that will use it.

Back

Submit

Cancel

- Choose Submit to create your new project.

### 3 Select the Project

Click **Projects** (in header) > **Select the Project**

≡

simplilearn

Dashboards ▾

Projects ▾

Issues ▾

Boards ▾

Create

Sample Scrum Dashboard

System Dashboard

System Dashboard

Introdu

Welco

Not su

RA User Guidelines

Assigned to M

T	Key
	SSP-13
	SSP-10
	SSP-11
	SSP-14

CURRENT PROJECT

Sample Scrum Project (SSP)

RECENT PROJECTS

LVC (LVC)

DIY 1 (D1)

DIY 2 (D2)

DIY Group (DG)

DIY 3 (D3)

Software

Business

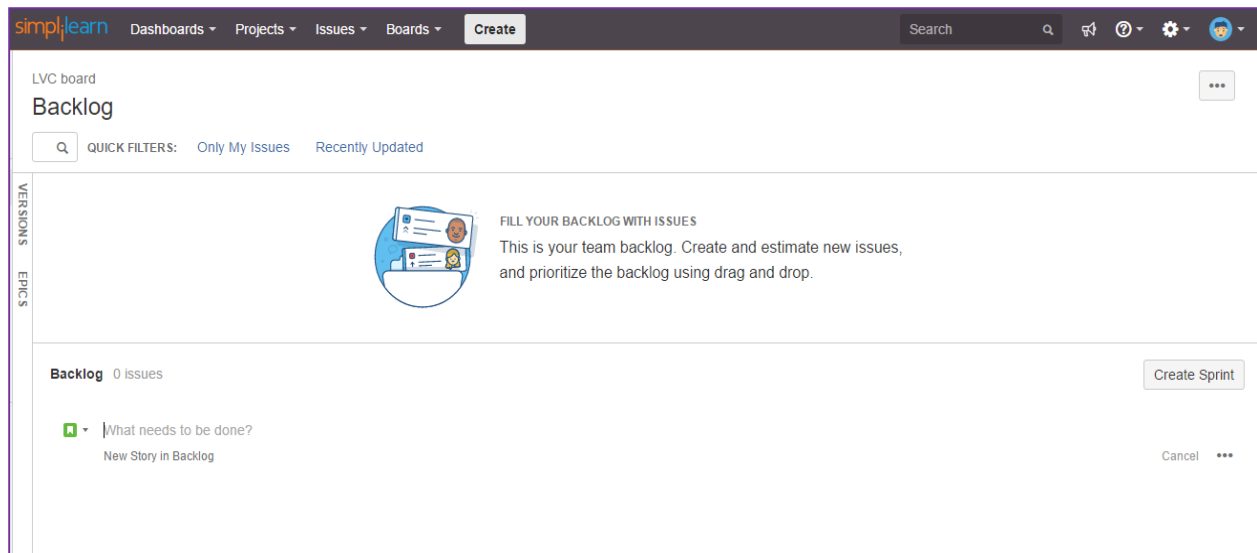
View all projects

Create project

By default it will show Backlog

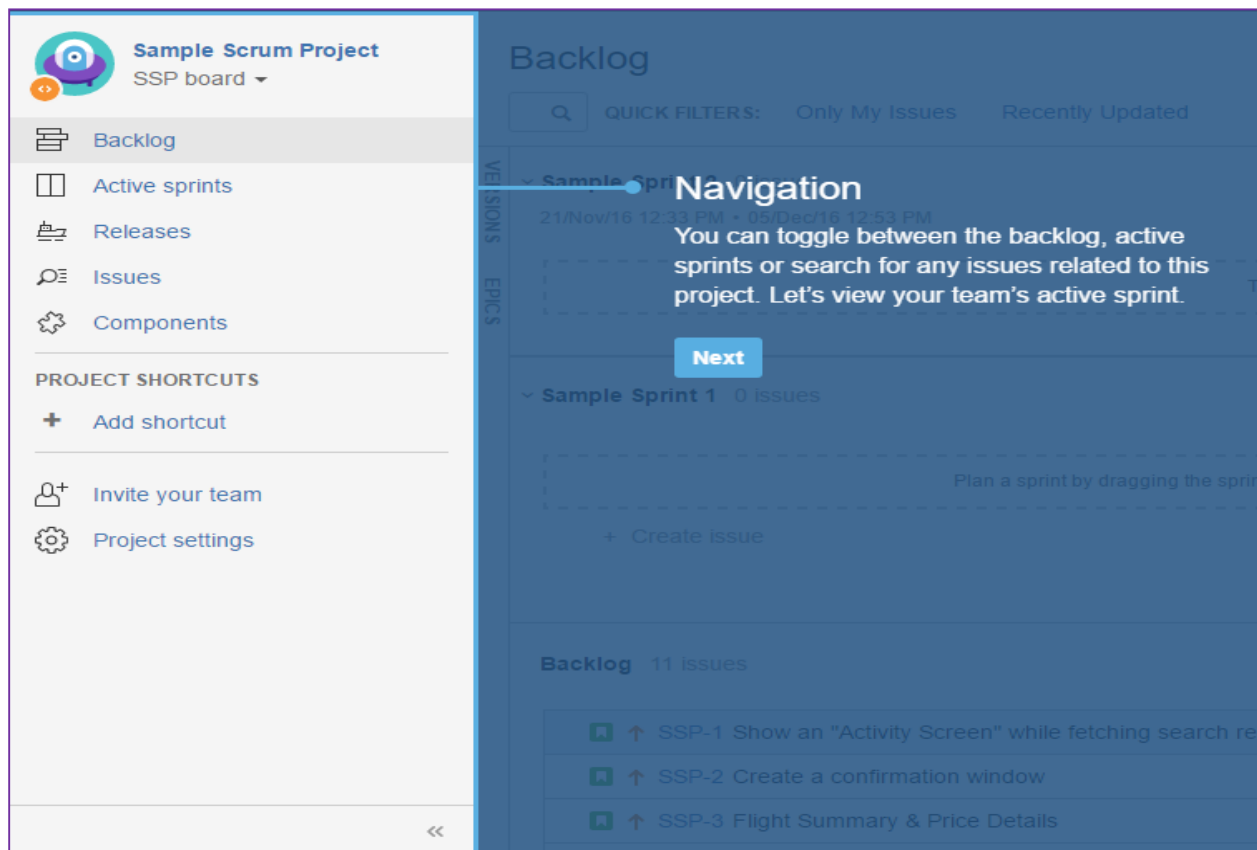
3

simplilearn

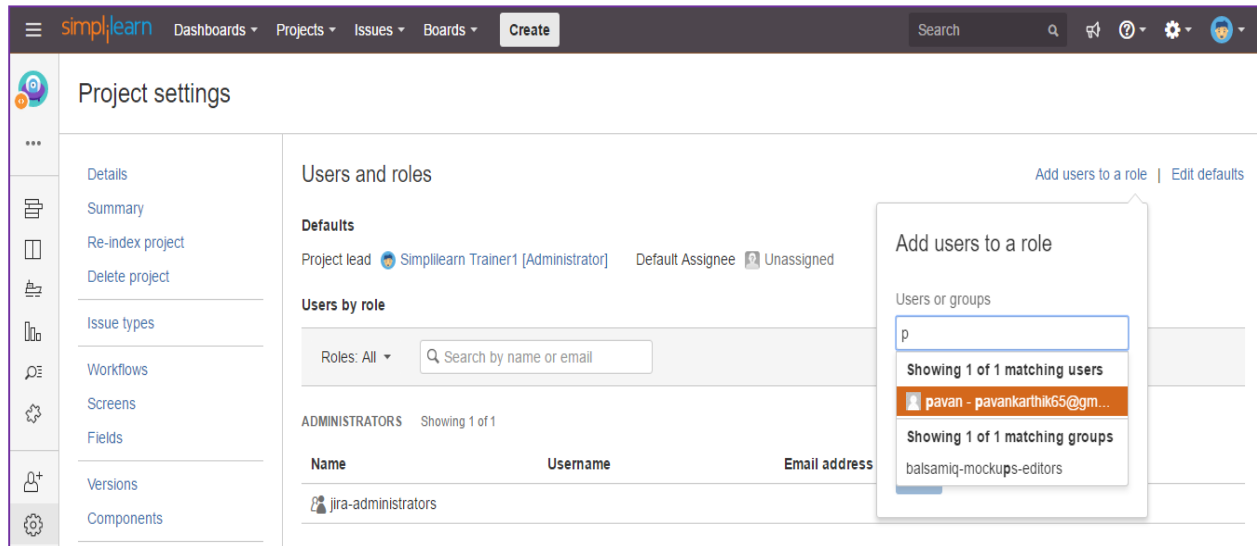


## 4 Hot to add team members to Project

- Click on the Project Setting in the Navigation panel



- Select **Project settings > Users and roles**.
- Select **Add users to role**.

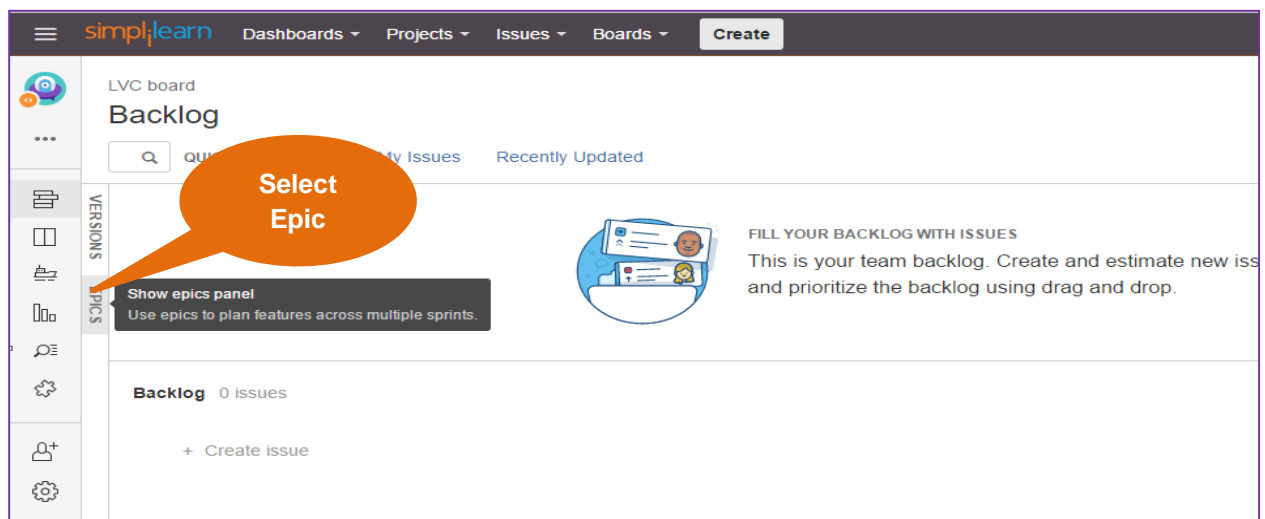


- Search for User whom you need to add to the project. You can add multiple users and groups, and delete those you have accidentally added in this Add users dialog.
- Select the Administrators role and select Add.

## 5 How to Create Issue in JIRA

### a. Creation of EPIC


- Go to Backlog screen
- Click on EPIC and click create EPIC




- Update all the details in EPIC Screen
- Update all the required details and click on create button to create the EPIC

Create Epic

⚙️ Configure fields ▾

Project\*  LVC (LVC) ▾

Issue Type\*  Epic ▾ ⓘ

Epic Name\*

Provide a short name to identify this epic.

Summary\*

☐ Create another

Create

Cancel

## b. Creation of User Story

- Click **Create** at the top of the screen
- Select the issue type as **Story**
- Update the information in all fields

**Create issue** Configure fields

Project\* LVC (LVC)

Issue Type\* Story ?

---

Summary\*

Reporter\* Simplilearn Trainer1 [Administrator]  
Start typing to get a list of possible matches.

Component/s **None**

Description

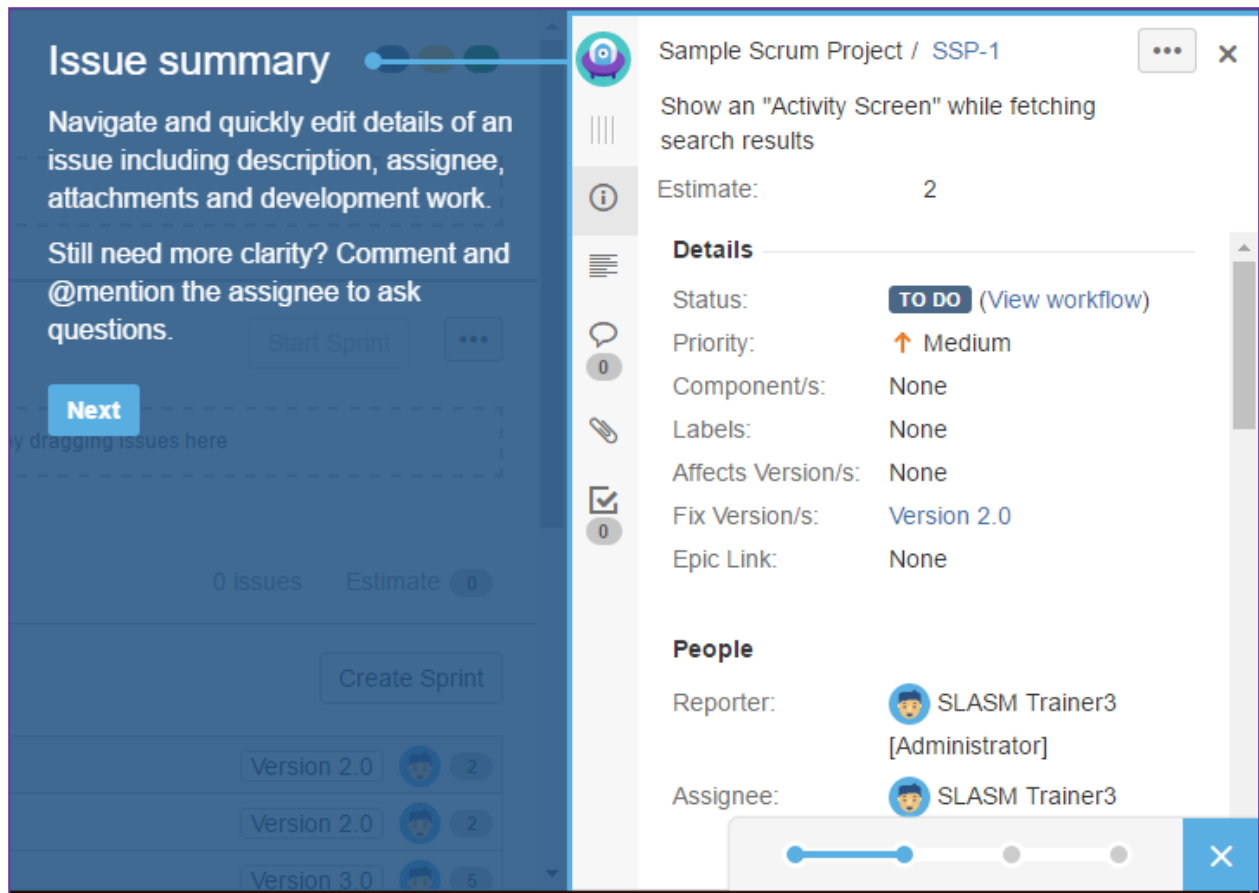
Style B I U A ↻ ↻ ↻ ↻ ↻ ↻ + ↻

☐ Create another Create Cancel

### c. Creation of Subtask (Child task to Implement the User Story)

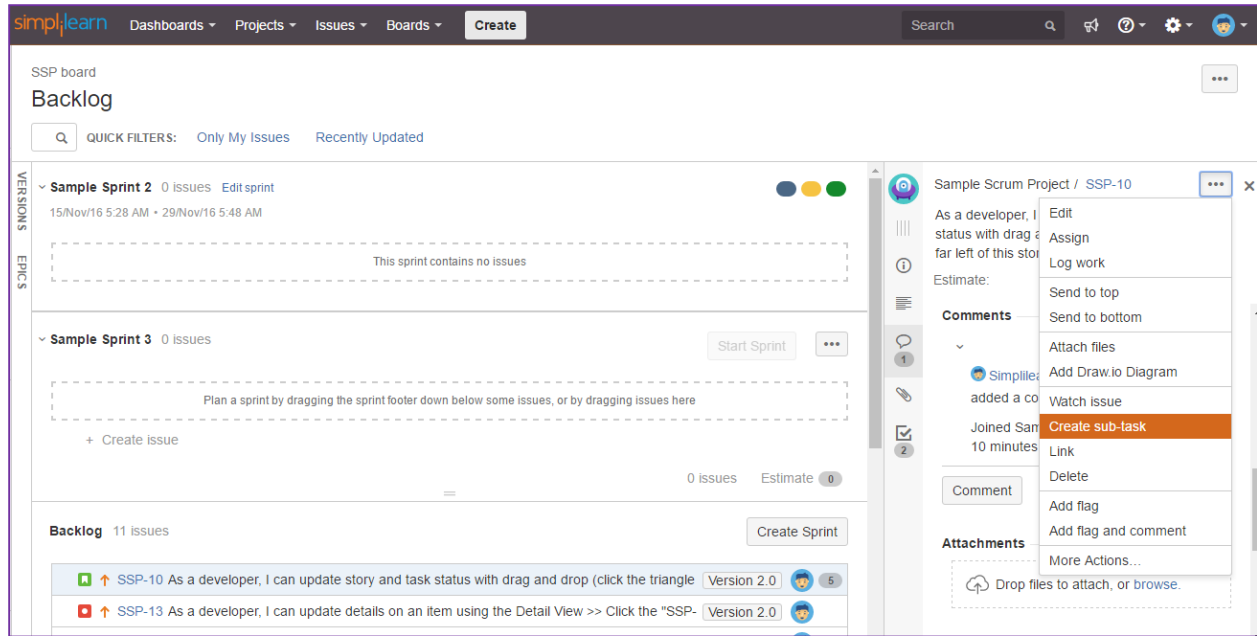
- Once you have created an issue, you will typically create several sub-tasks representing the work items required to implement the story.
- Sub task shall include activities of
  - ✓ BA
  - ✓ Developer
  - ✓ Designer
  - ✓ UI
  - ✓ Tester
  - ✓ Deployment
  - ✓ All Review task
- Locate the parent issue (story) for your new sub-task, and click on that (or type t in Work mode) to display the Issue Summary View on the right-hand side of the screen





- Click on the ellipsis (...) and select create subtask
- Enter your sub-task's details into the **Create Issue** dialog box





#### d. Creation of Bug

- Click **Create** at the top of the screen
- Select the Issue type Bug, fill the details and create a Bug

Create issue

Configure fields

Project\* LVC (LVC)

Issue Type\* Bug ?

Summary\*

Reporter\* Simplilearn Trainer1 [Administrator]  
Start typing to get a list of possible matches.

Component/s None

Description

Style B I U A A U List List Emoji +

Create another

Create

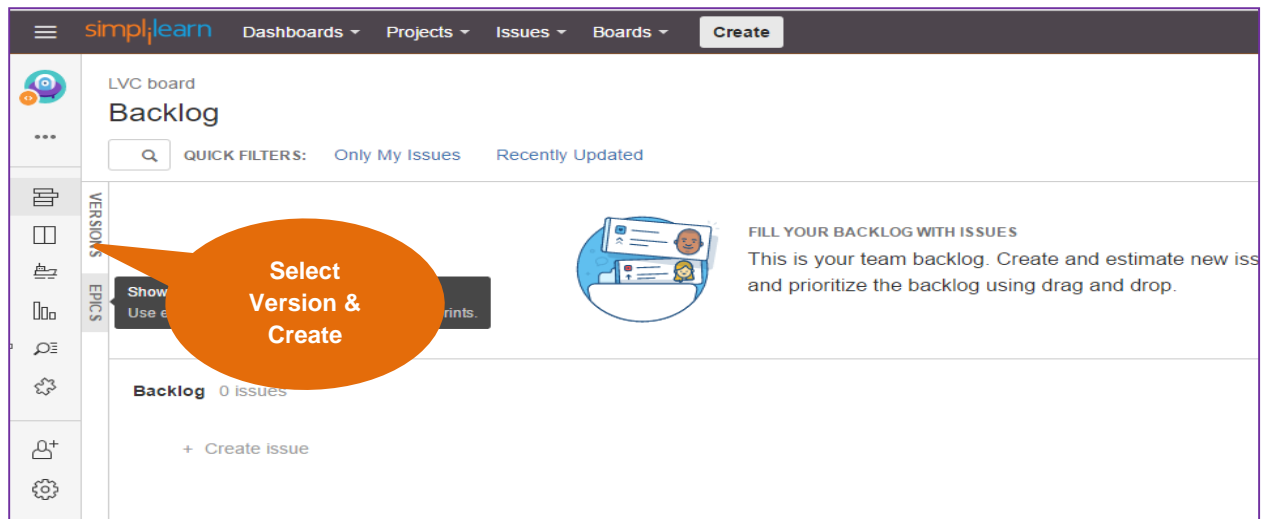
Cancel

### e. Creation of Task

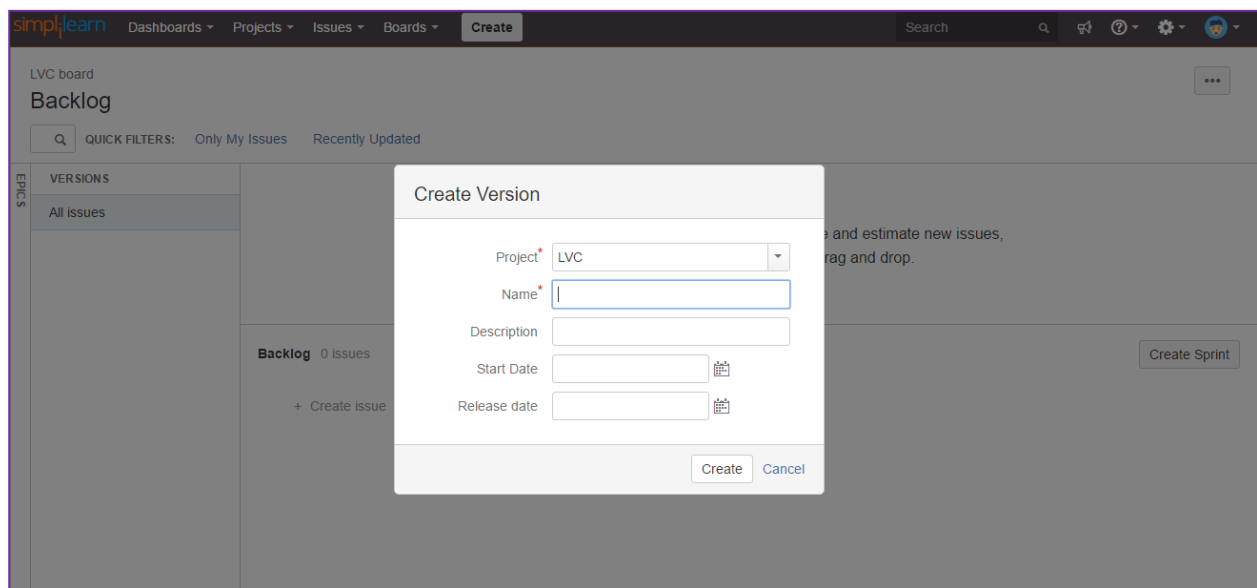
- Click **Create** at the top of the screen
- Select the issue type as **Task**
- Fill all the details and create the Task

## 6 How to Create Version/Release in JIRA

- Versions are milestones of a project. They help team to organize and schedule releases
- Select Versions and create the Code Release Version



- Update the Release Details & press Create Button



## 7 How to create a Sprint

- After Creating a list of Epic, User Stories & Bugs –

**Note:** In JIRA any issues which are created automatically moved to **Product Backlog**

SSP board

## Backlog

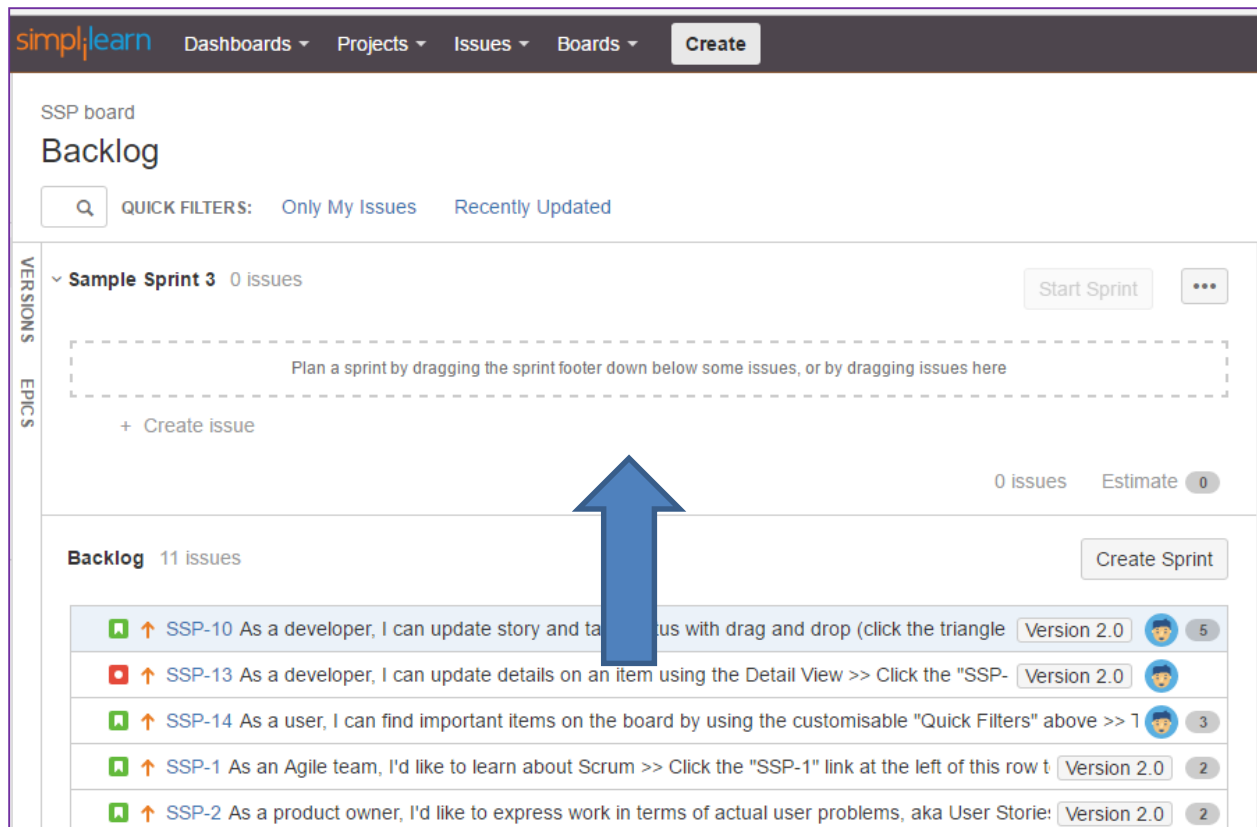
QUICK FILTERS: Only My Issues Recently Updated

Backlog 11 issues

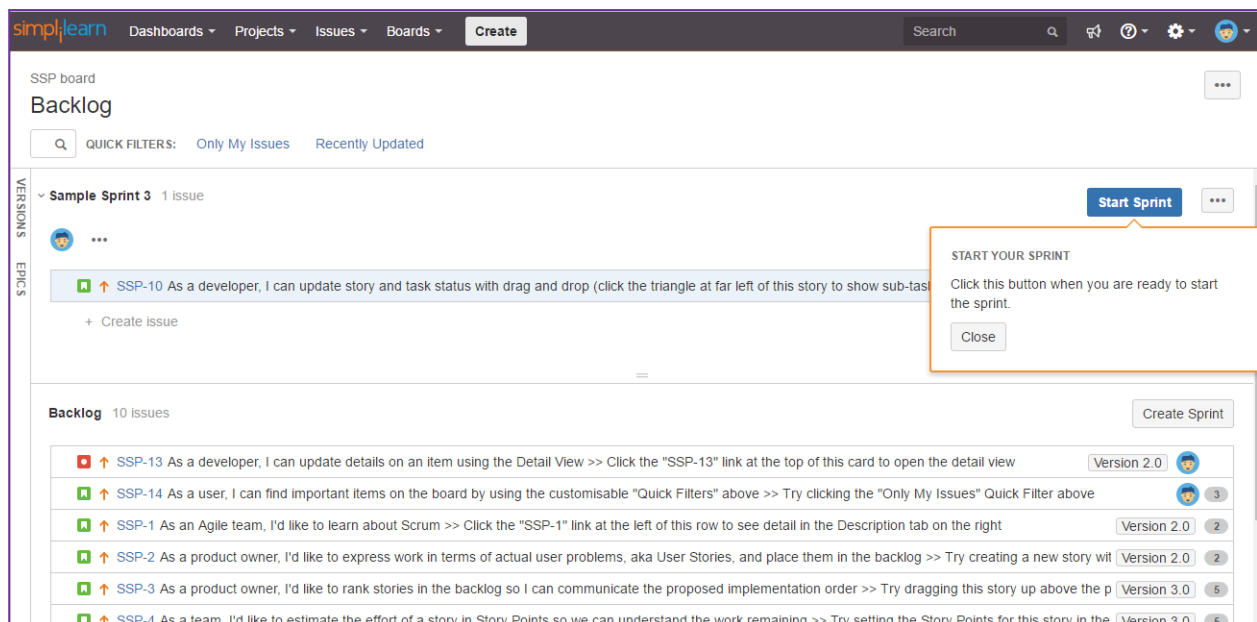
Create Sprint

Issue ID	Description	Version	Priority
SSP-10	As a developer, I can update story and task status with drag and drop (click the triangle)	Version 2.0	5
SSP-13	As a developer, I can update details on an issue using the Detail View >> Click the "SSP-	Version 2.0	5
SSP-14	As a user, I can find important items on the board by using the customisable "Quick Filters" above >> 1	Version 2.0	3
SSP-1	As an Agile team, I'd like to learn about Scrum >> Click the "SSP-1" link at the left of this row	Version 2.0	2
SSP-2	As a product owner, I'd like to express work in terms of actual user problems, aka User Stories	Version 2.0	2
SSP-3	As a product owner, I'd like to rank stories in the backlog so I can communicate the proposed	Version 3.0	5
SSP-4	As a team, I'd like to estimate the effort of a story in Story Points so we can understand the work	Version 3.0	5
SSP-5	As a team, I'd like to commit to a set of stories to be completed in a sprint (or iteration) >> Click "Create Sprint"	Version 3.0	1
SSP-6	As a scrum master, I'd like to break stories down into tasks we can track during the sprint >> Try creating a task	Version 3.0	1
SSP-8	As a product owner, I'd like to include bugs, tasks and other issue types in my backlog >> Bug	Version 2.0	5
SSP-9	As a developer, I'd like to update story status during the sprint >> Click the Active sprints link at the top right	Version 2.0	3

- After prioritizing the user stories in backlog create the sprint
- Now the tool will ask for **drag the issues to Sprint** (move the issues to dotted box) to start the Sprint formally



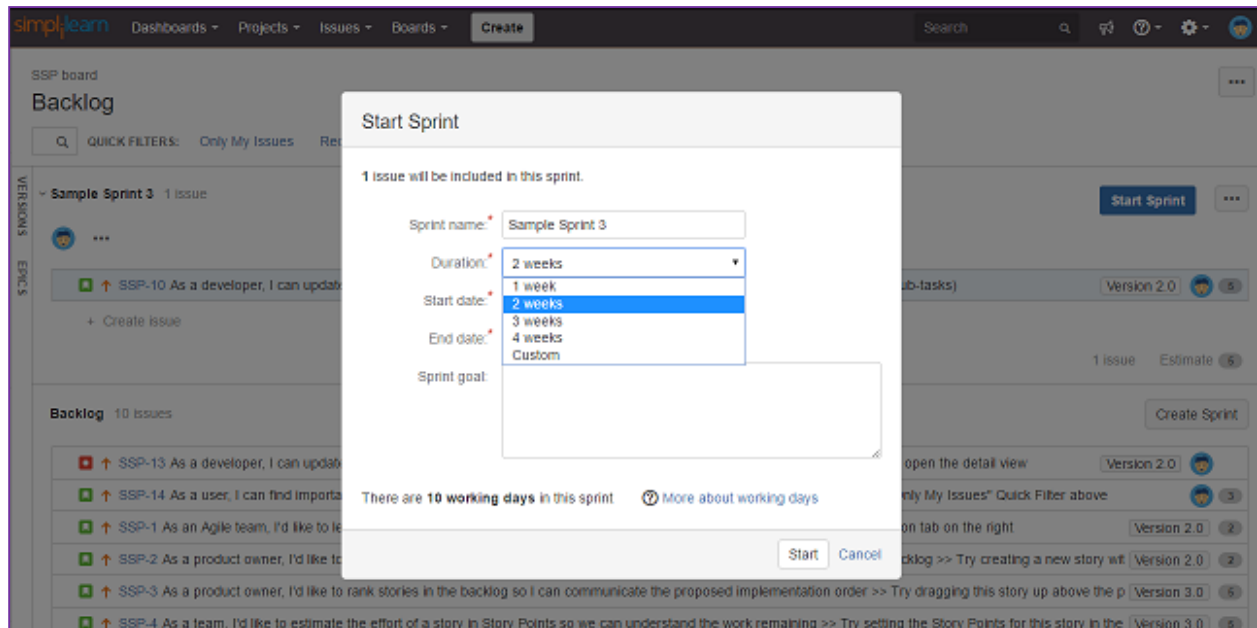
- After moving the issues to Sprint, click on Sprint Start button



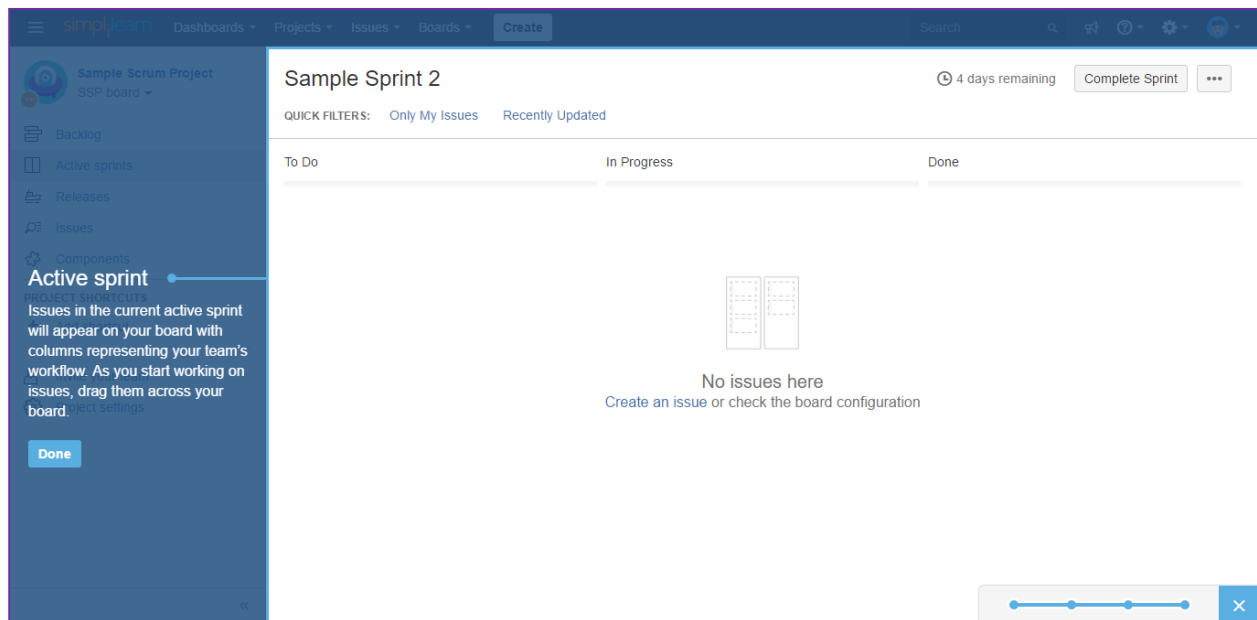
- Update the following details for Sprint
  - Sprint Name
  - Sprint Duration ( 1Week, 2 Weeks, 3 Weeks or 4 Weeks)

Note: By default we will follow 2 weeks

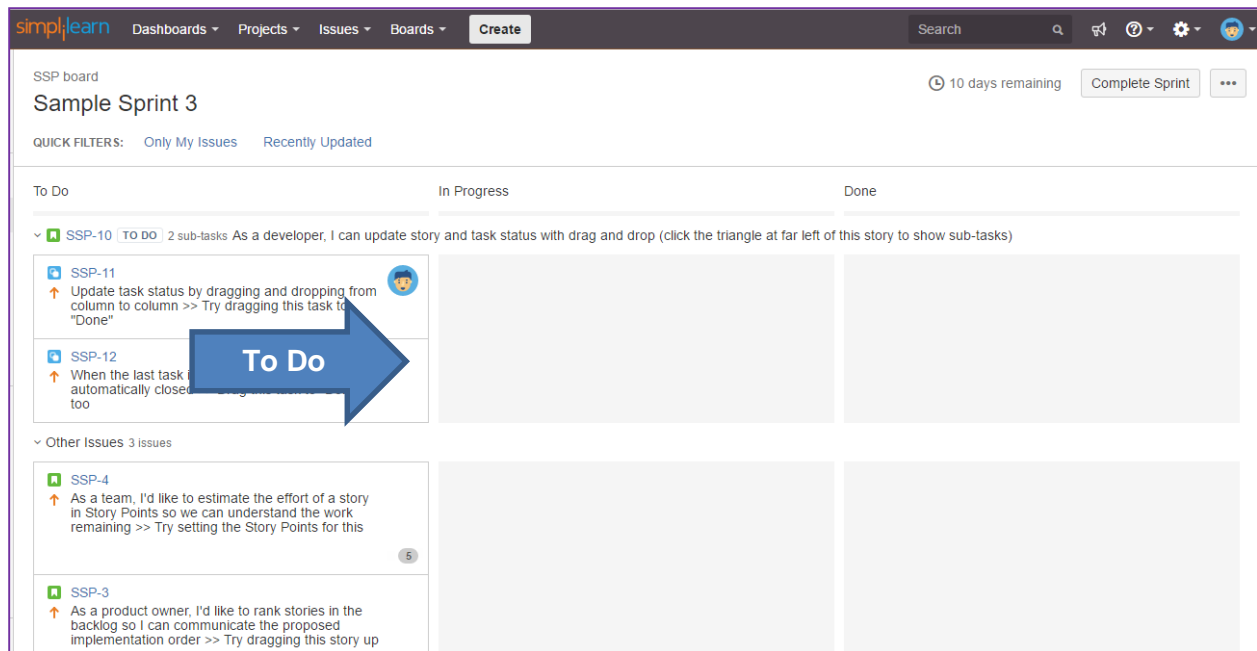
- c. Start Date of Sprint
- d. End Date of Sprint and
- e. Select Start for starting the Sprint



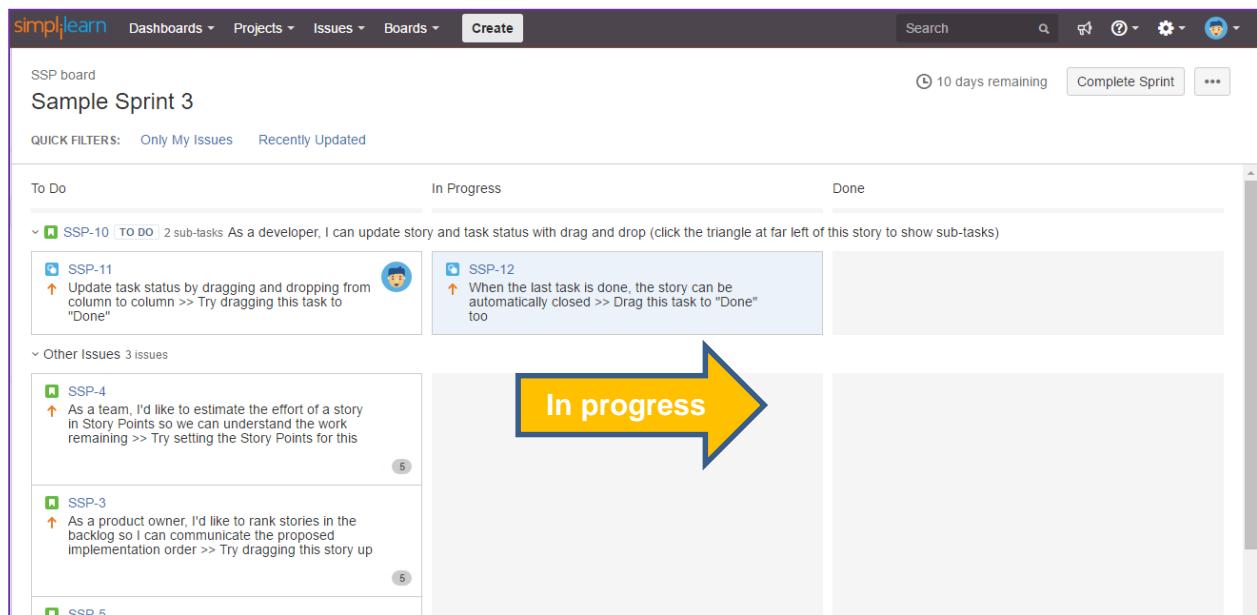
- It will be redirected to the active Sprint Board



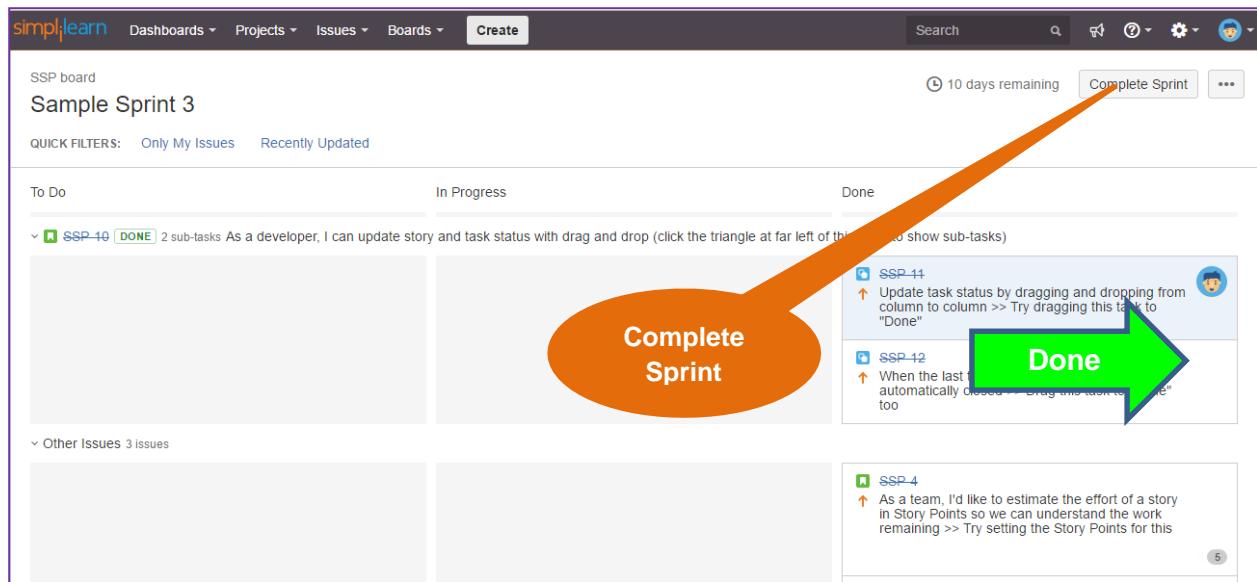
- Now all the Issues are in To Do State



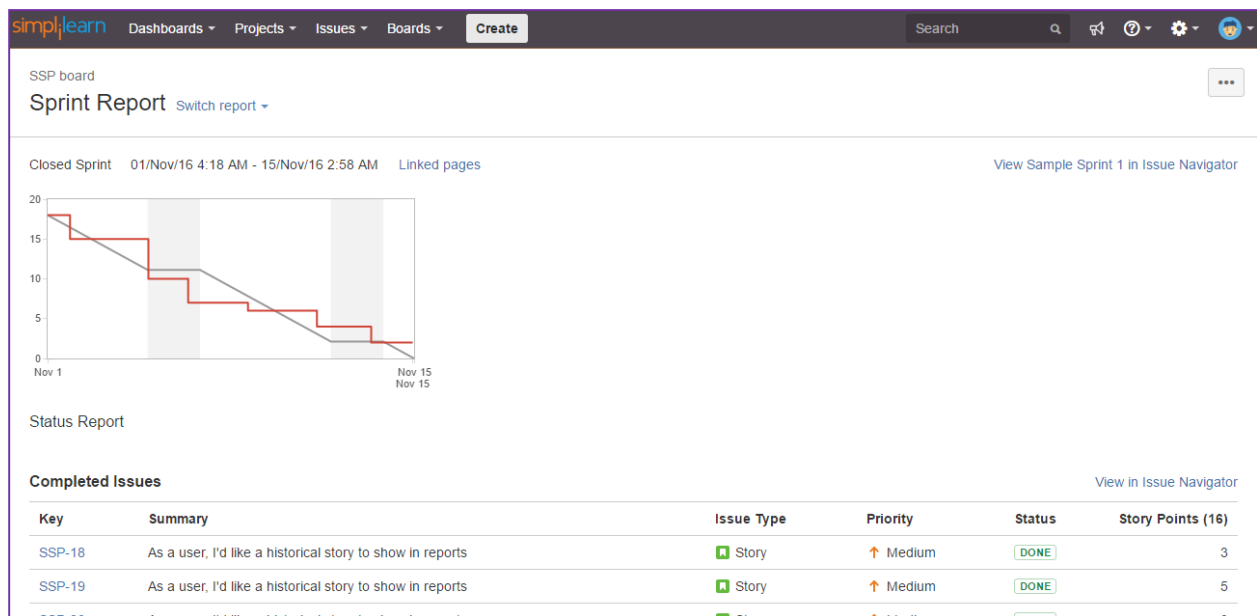
- Team Start taking each task for implementation and change the **status to In progress**



- Log the actual effort that was consumed to complete the task and move the status to **Done**
- Move all the Subtask, Bugs & Tasks to closure state - **Done**
- Once the **Sprint Demo or Review** is completed and successful, Change the status of the User Story to Done
- Click on Complete the Sprint (Refer Screen below Screen Shot) to close the Sprint



- After completing the Sprint, Sprint Report is generated Automatically and it will showcase all activities of the Sprint (Refer below Screen Shot )



- After implementing all the User Stories and change the status of the EPIC to Done



## Project Configuration:

Choose  **Projects Settings** in the Navigation panel.

