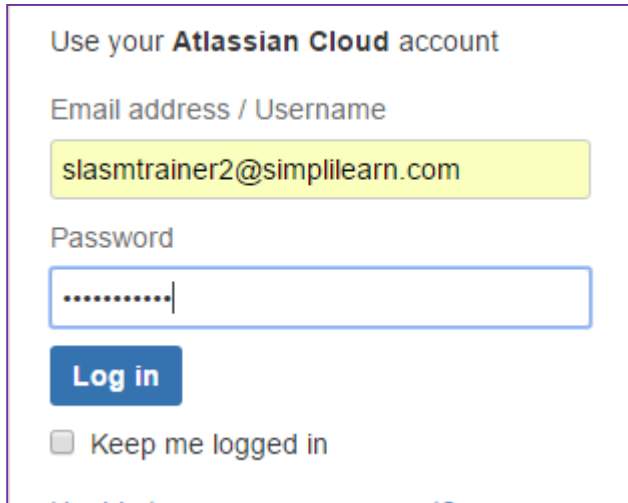The purpose of this document is to explain how the JIRA Tool should be used for tracking all the Project Management Activities under Agile stream

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
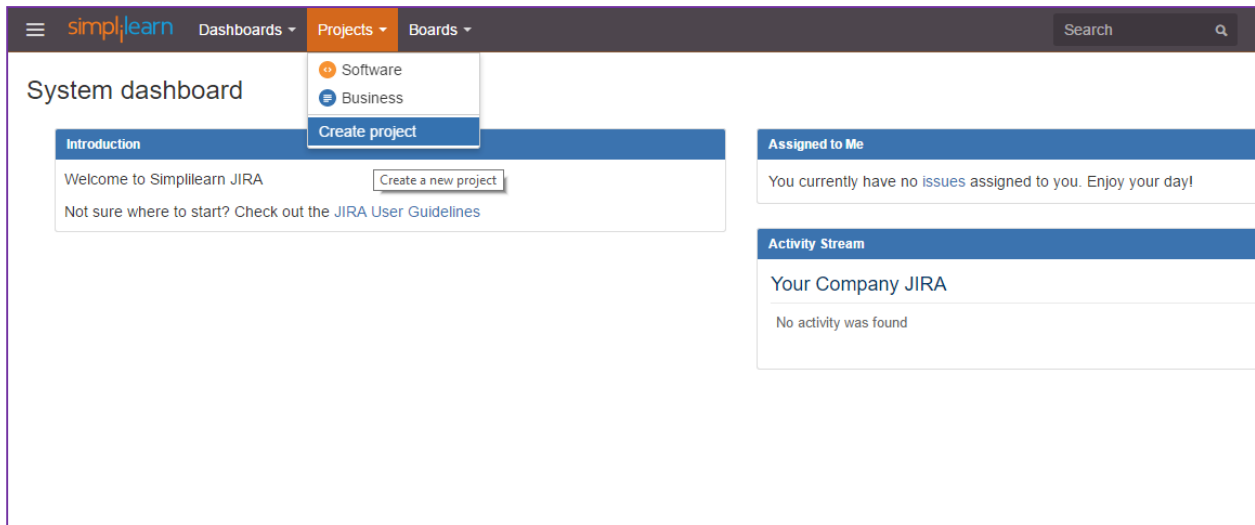
slasmtrainer2@simplilearn.com

Password

•••••••••••

Log in

☐ Keep me logged in

2   Creating a Project

o   Choose **Projects** > **Create Project**

o   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

o Choose Submit to create your new project.

3 Select the Project

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

By default it will show Backlog

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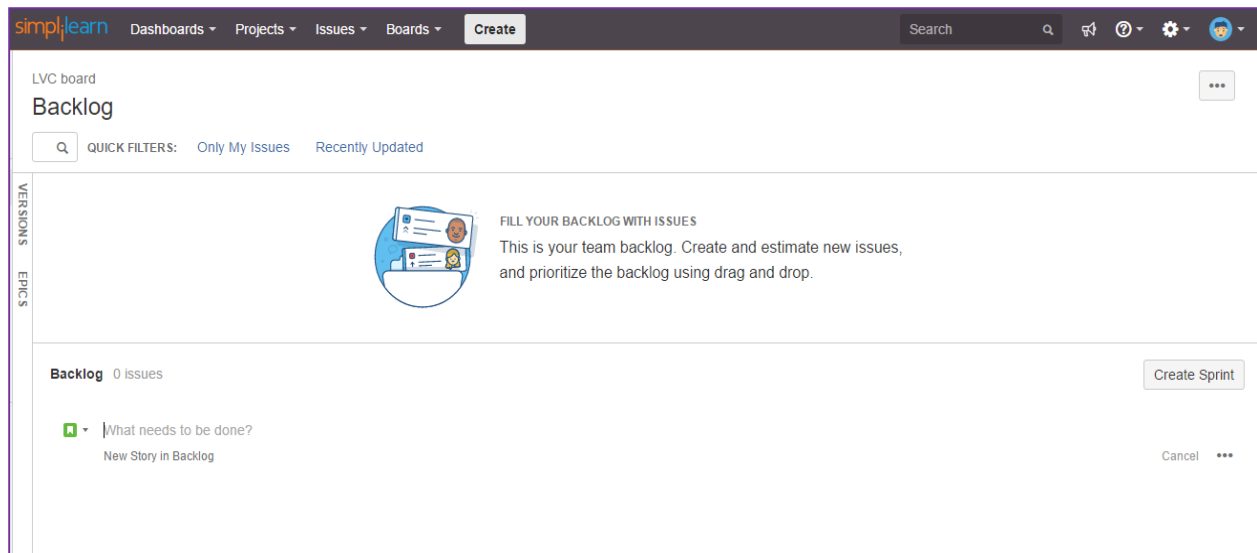
4 Hot to add team members to Project

o   Click on the Project Setting in the Navigation panel
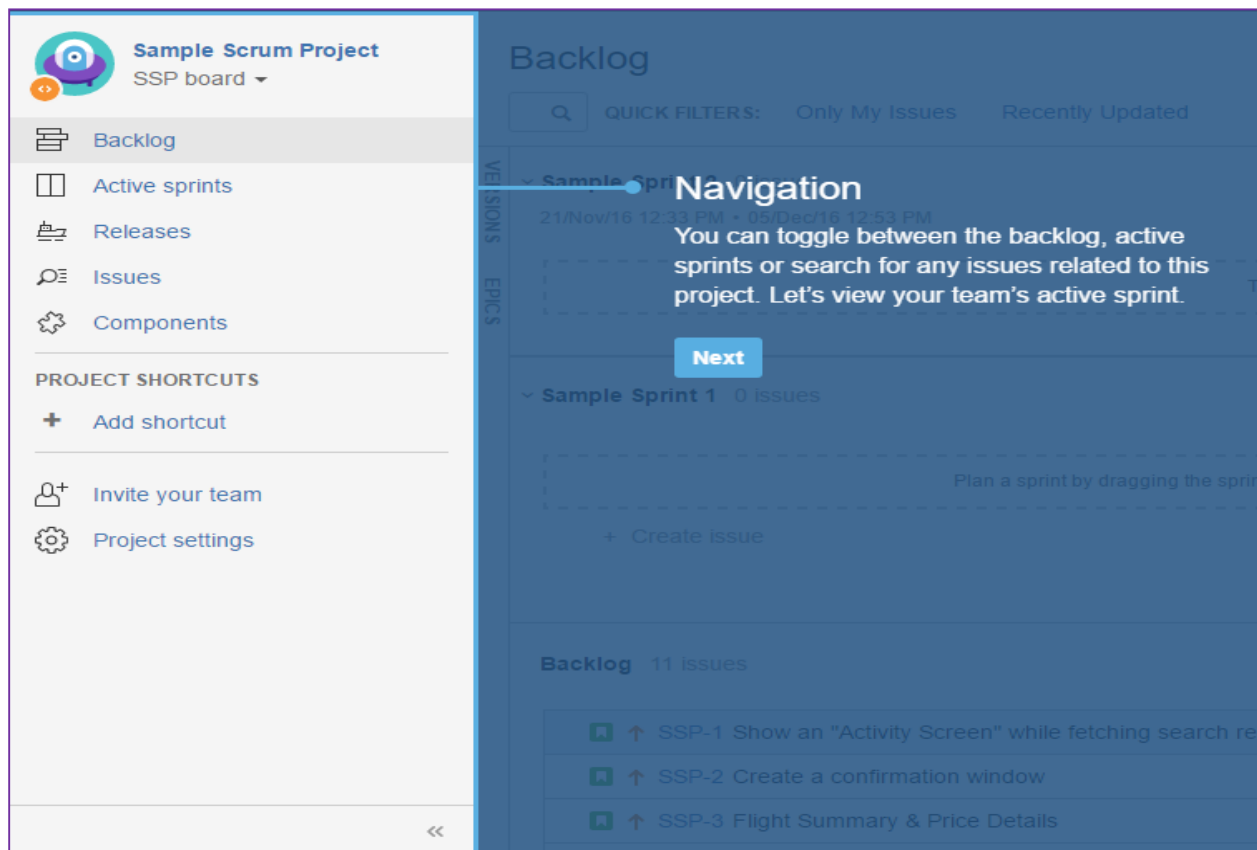
- Select **Project settings** > **Users and roles**.
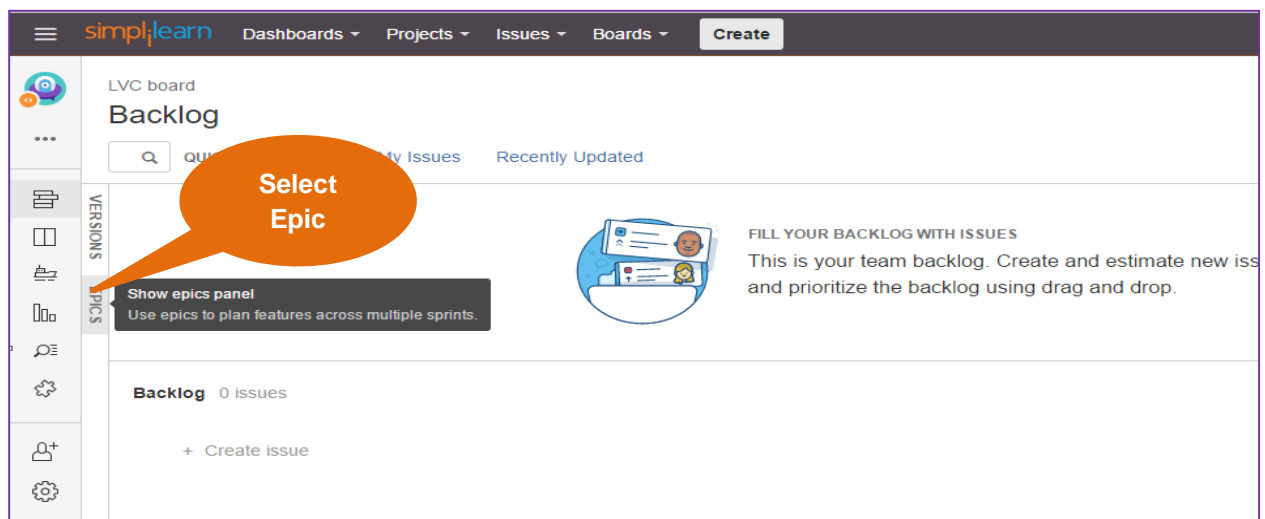- Select **Add users to role**.
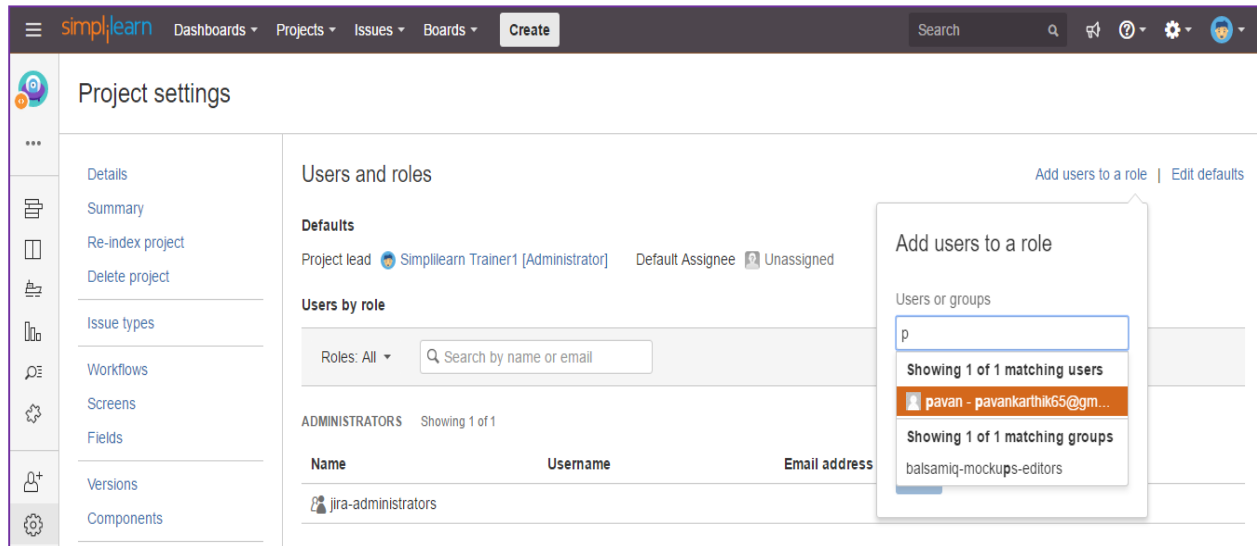
- Search for User whom you need to add to the project. You can add multiple users and groups, and delete those you have accidentally added in this Add users dialog.
- Select the Administrators role and select Add.

5 How to Create Issue in JIRA

a. Creation of EPIC

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

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o   Update all the details in EPIC Screen

o   Update all the required details and click on create button to create the EPIC

b. Creation of User Story

o   Click **Create** at the top of the screen

o   Select the issue type as **Story**

o   Update the information in all fields

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

o Once you have created an issue, you will typically create several sub-tasks representing the work items required to implement the story.

o Sub task shall include activities of

✓ BA

✓ Developer

✓ Designer

✓ UI

✓ Tester

✓ Deployment

✓ All Review task

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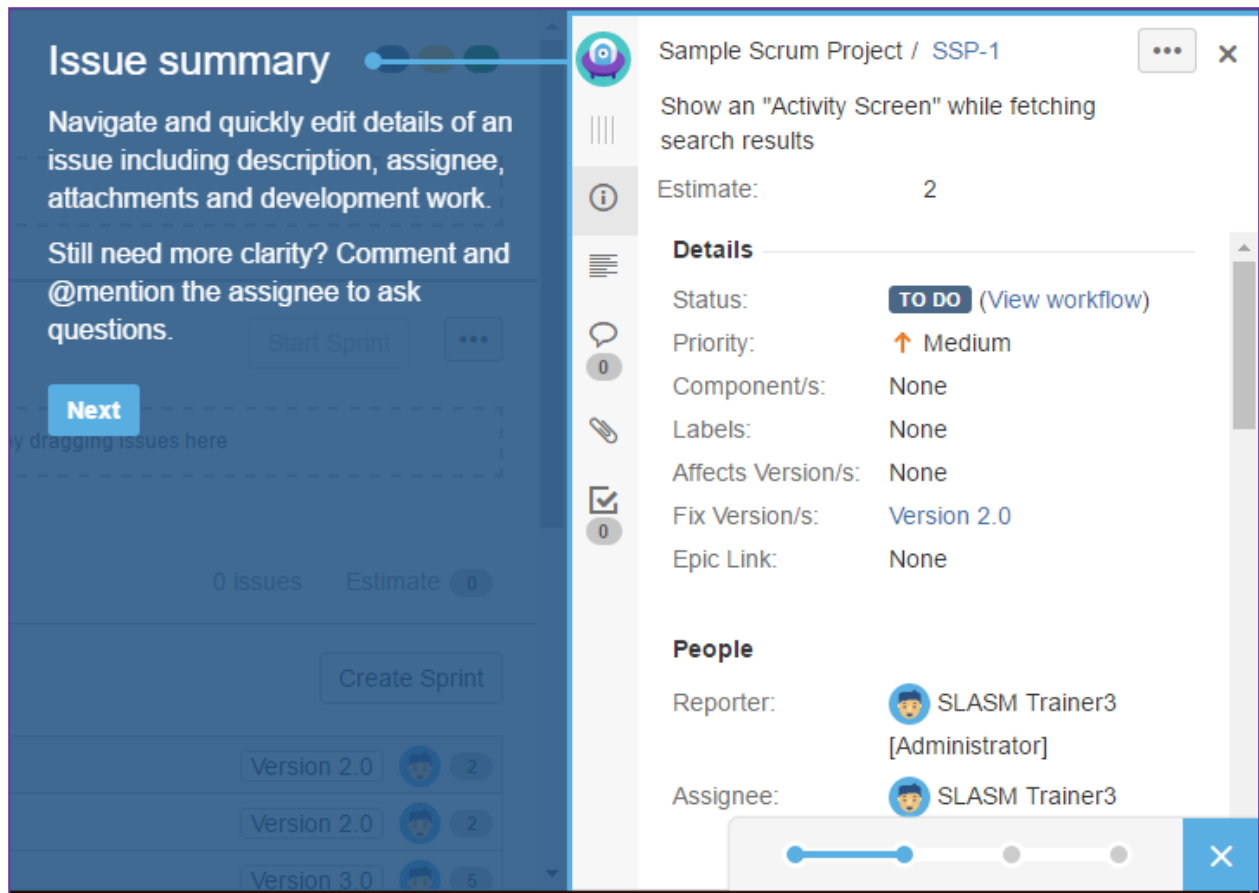
- o Click on the ellipsis (…) and select create subtask
- o Enter your sub-task's details into the **Create Issue** dialog box

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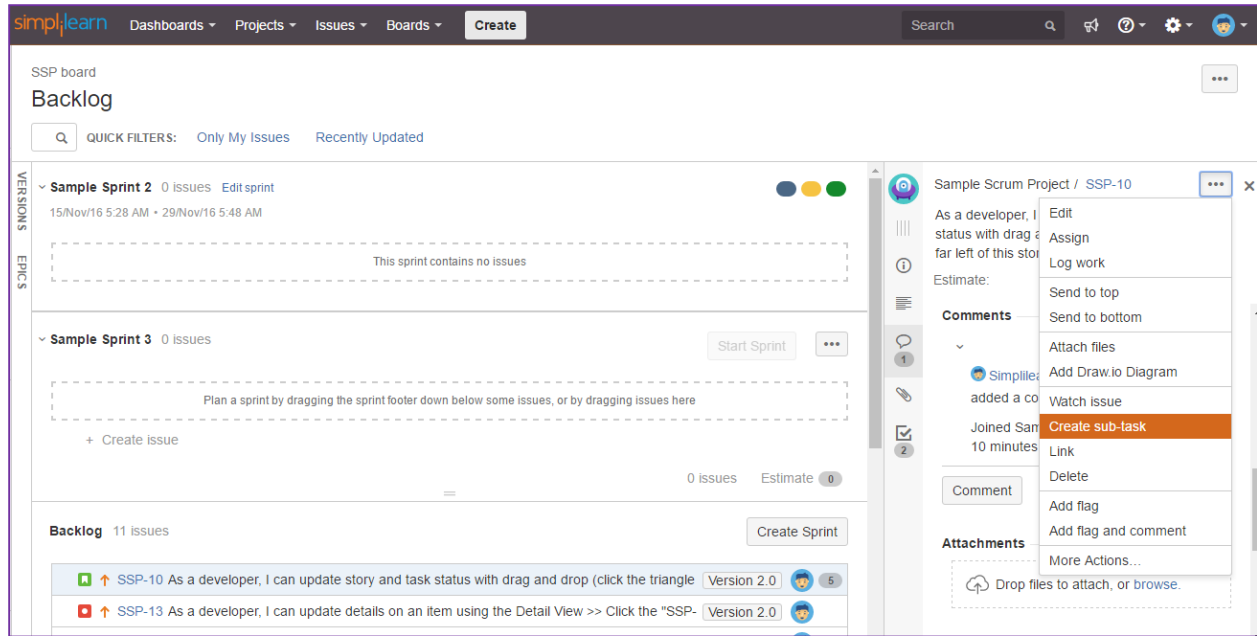
d. Creation of Bug

o   Click **Create** at the top of the screen

o   Select the Issue type Bug, fill the details and create a Bug

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e. Creation of Task

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

6 How to Create Version/Release in JIRA

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

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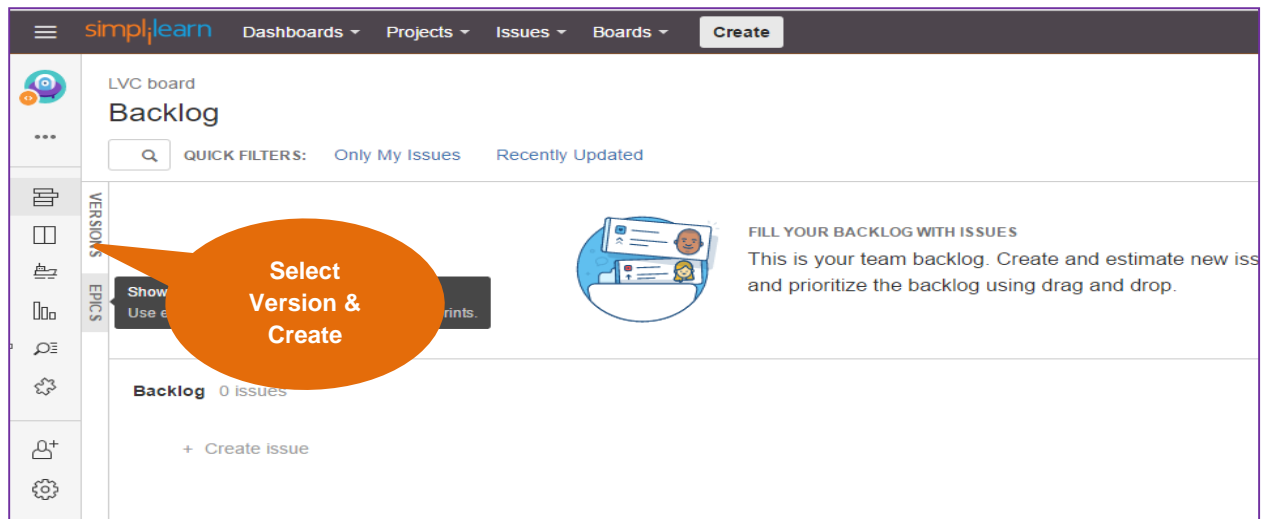
o   Update the Release Details & press Create Button
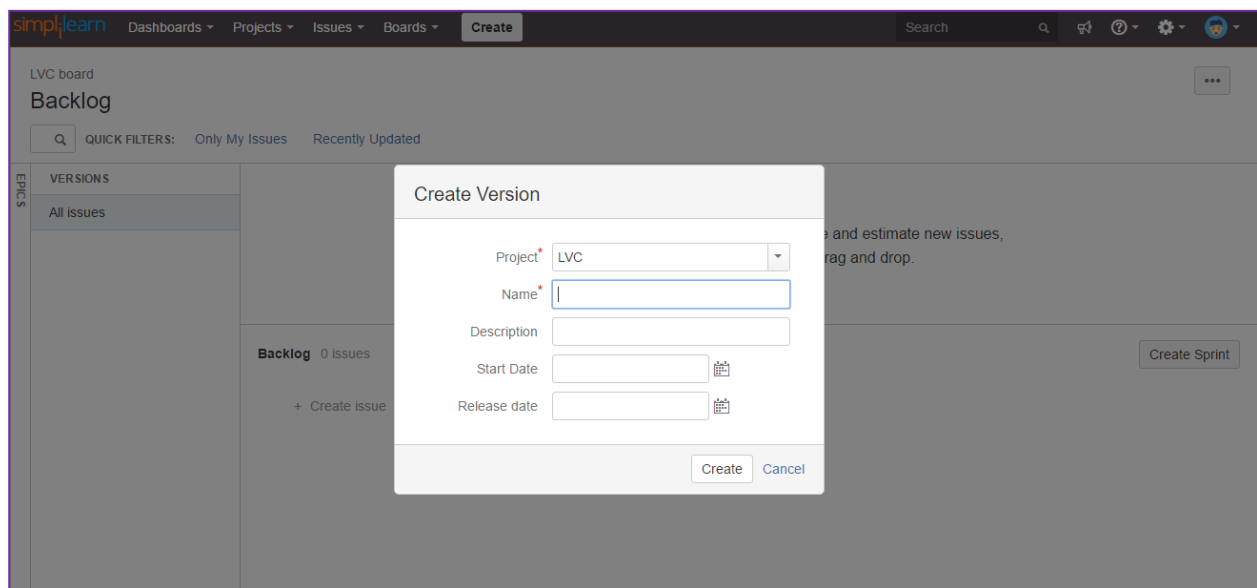
7 How to create a Sprint

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

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

o   After prioritizing the user stories in backlog create the sprint

o   Now the tool will ask for **drag the issues to Sprint** (move the issues to dotted box) to start the Sprint formally
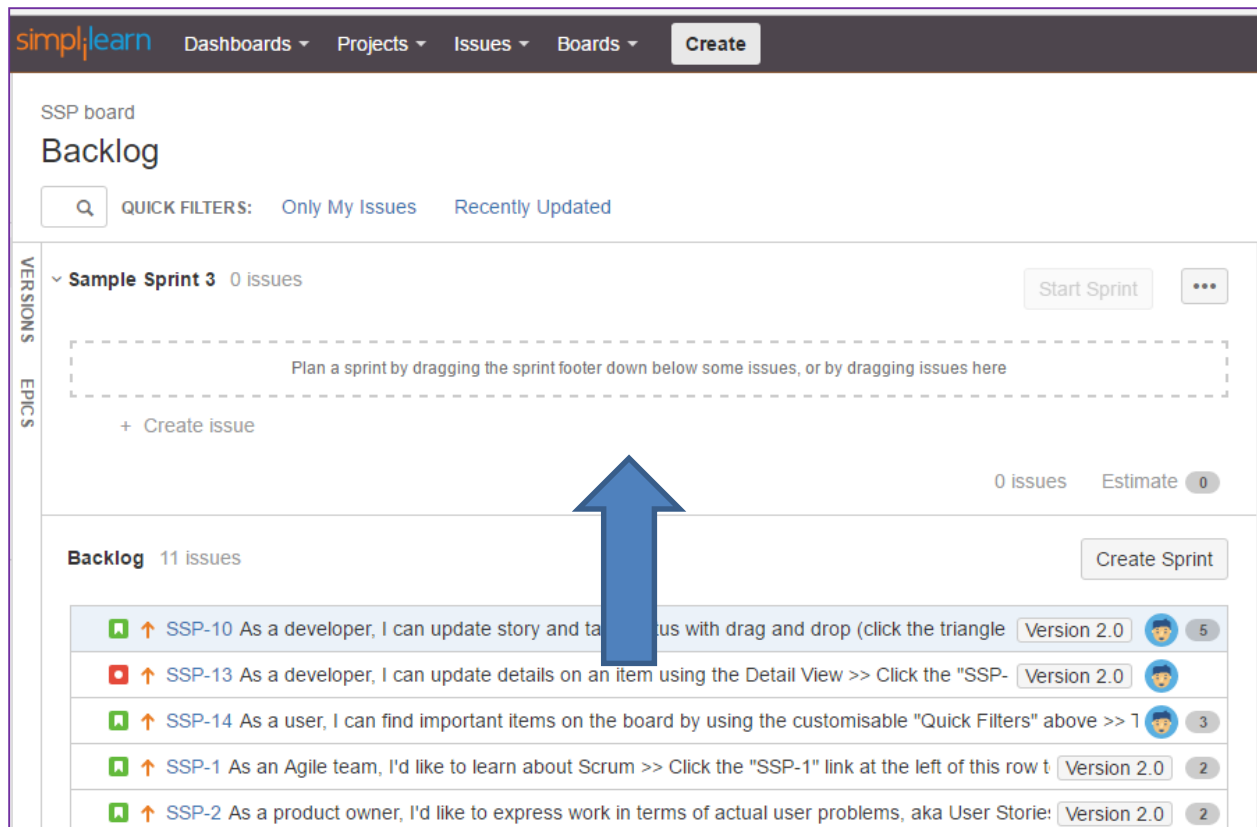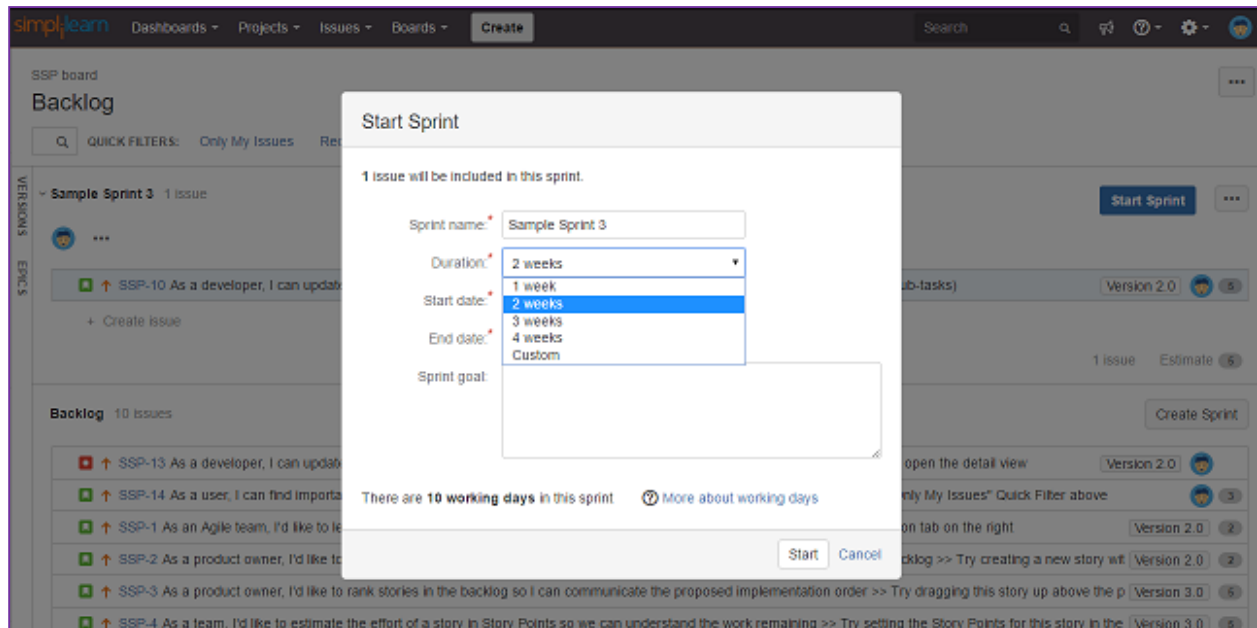
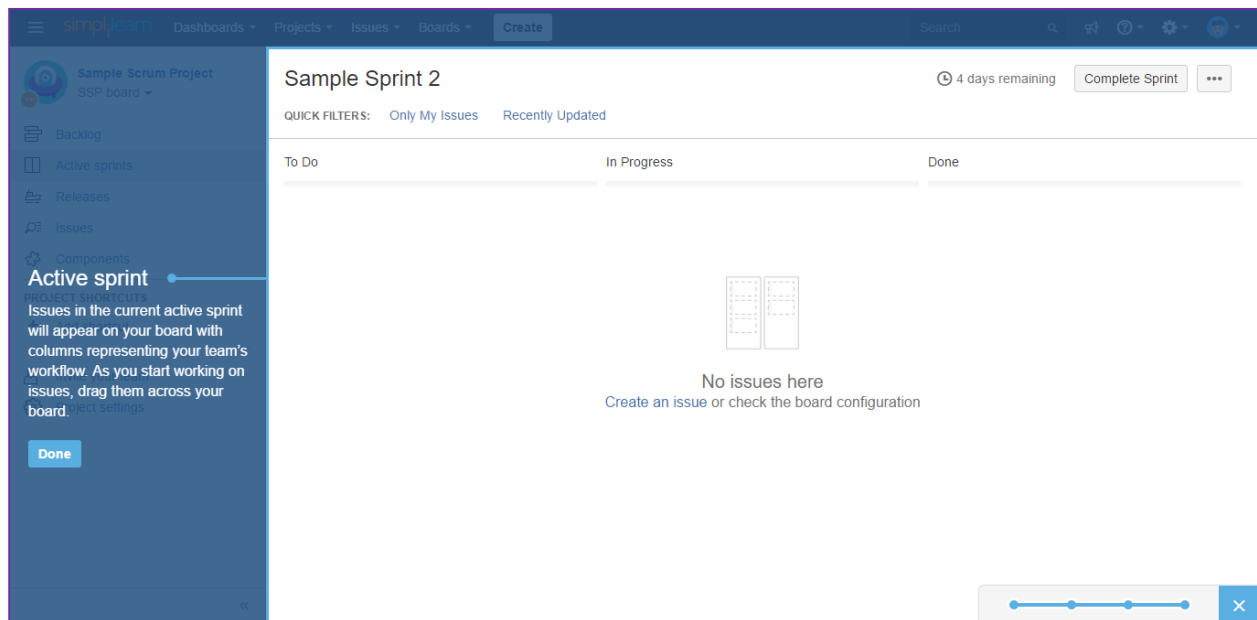o   After moving the issues to Sprint, click on Sprint Start button
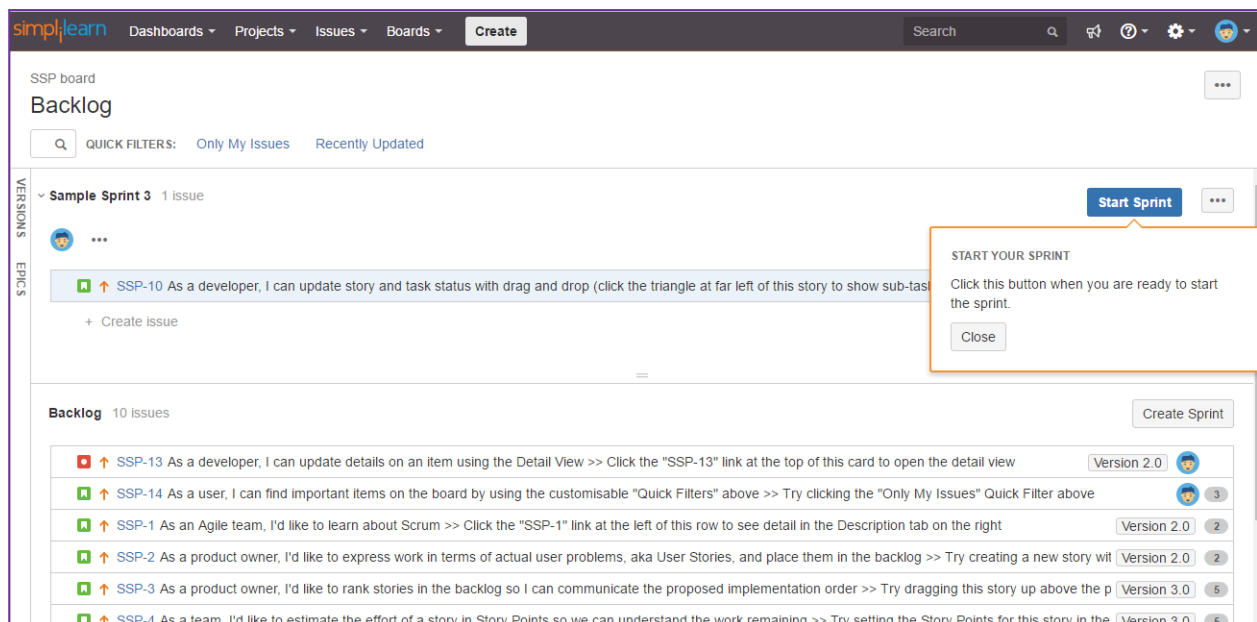
o   Update the following details for Sprint

   a.   Sprint Name

   b.   Sprint Duration (1Week, 2 Weeks, 3 Weeks or 4 Weeks)
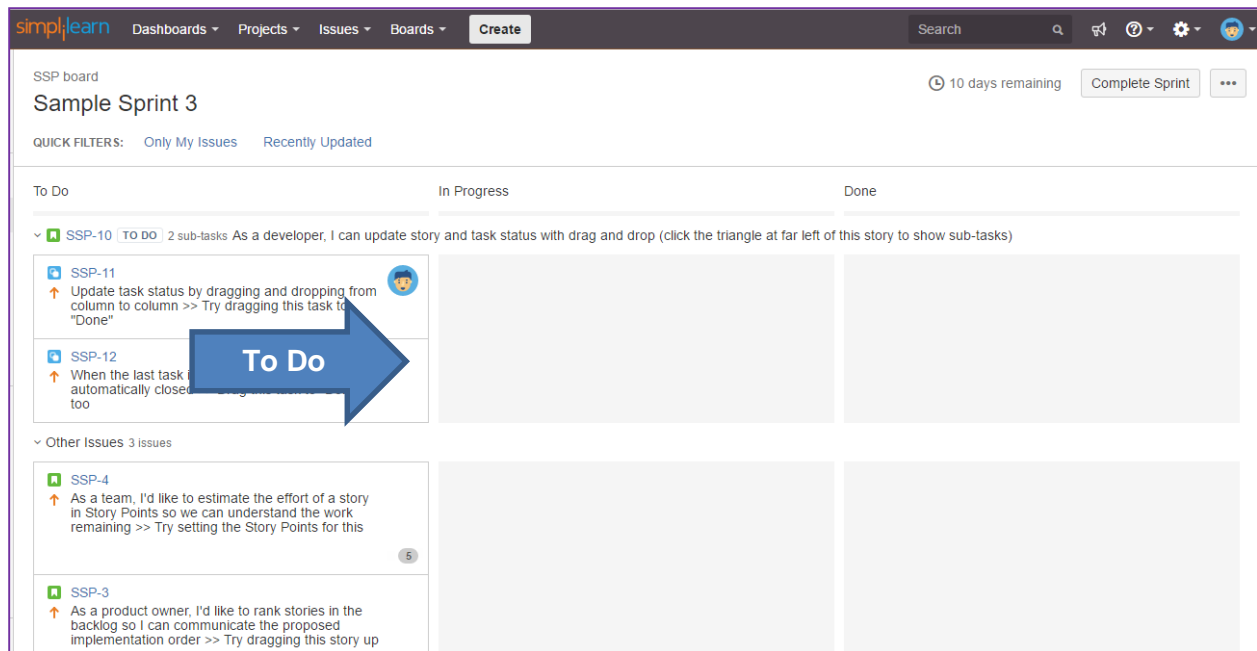
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Note: By default we will follows 2 weeks

c. Start Date of Sprint

d. End Date of Sprint and
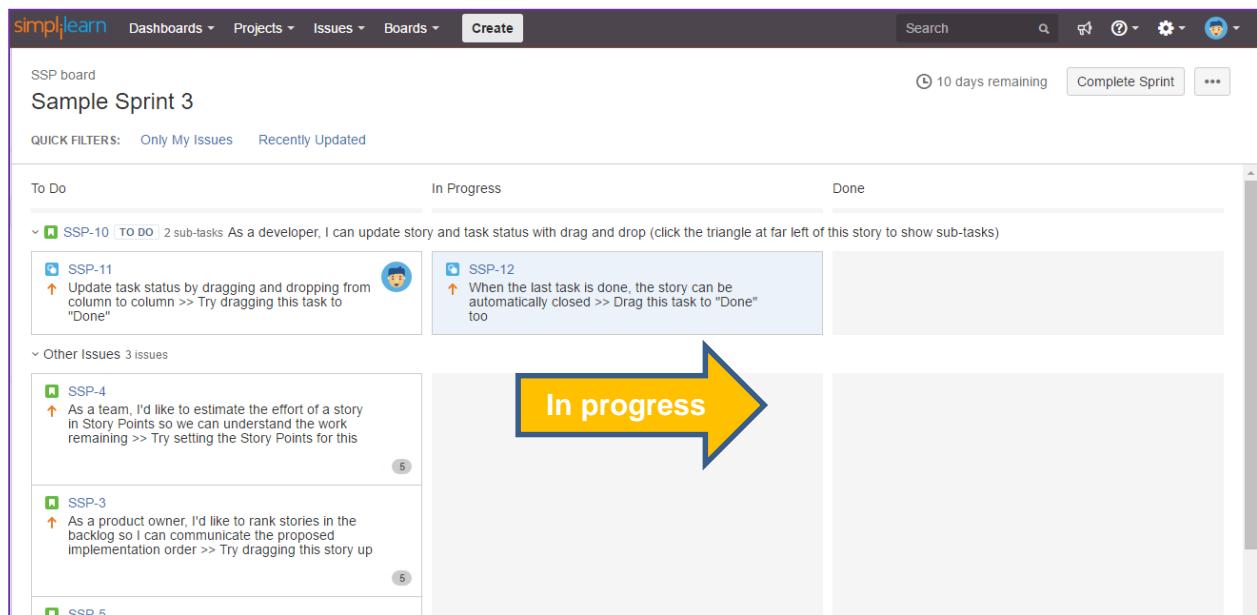
e. Select Start for staring the Sprint


o It will be redirect to the active Sprint Board


o Now all the Issues are in To Do State

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

o Log the actual effort that was consumed to complete the task and move the status to **Done**

o Move all the Subtask, Bugs & Tasks to closure state - **Done**

o Once the **Sprint Demo or Review** is completed and successful, Change the status of the User Story to Done

o Click on Complete the Sprint (Refer Screen below Screen Shot) to close the Sprint
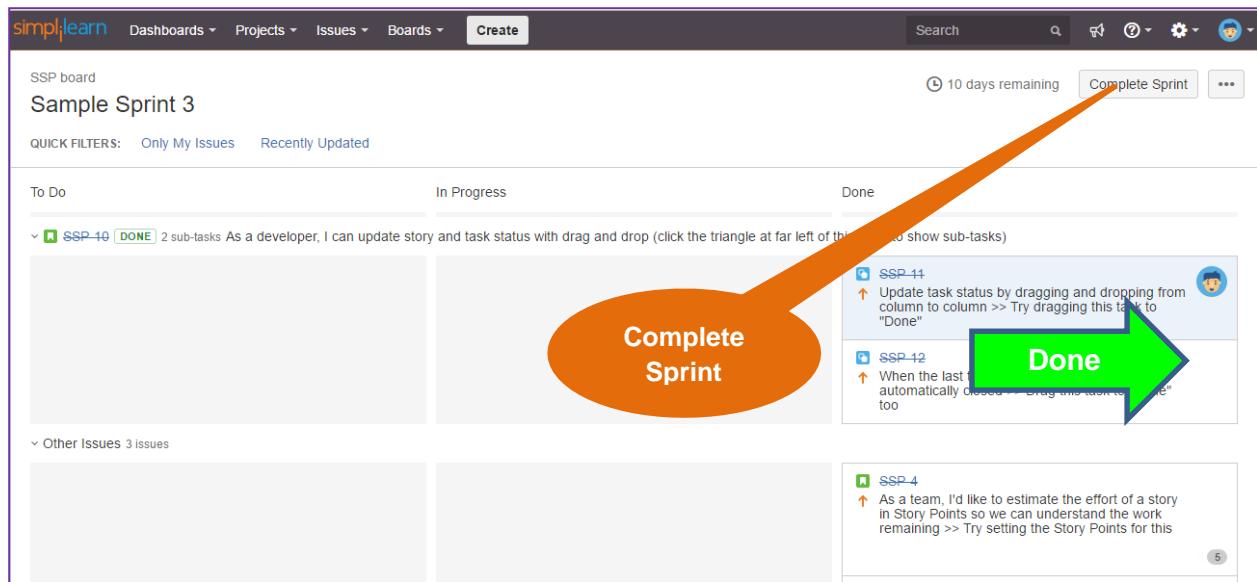
o   After completing the Sprint, Sprint Report is generated Automatically and it will showcase all activities of the Sprint (Refer below Screen Shot)
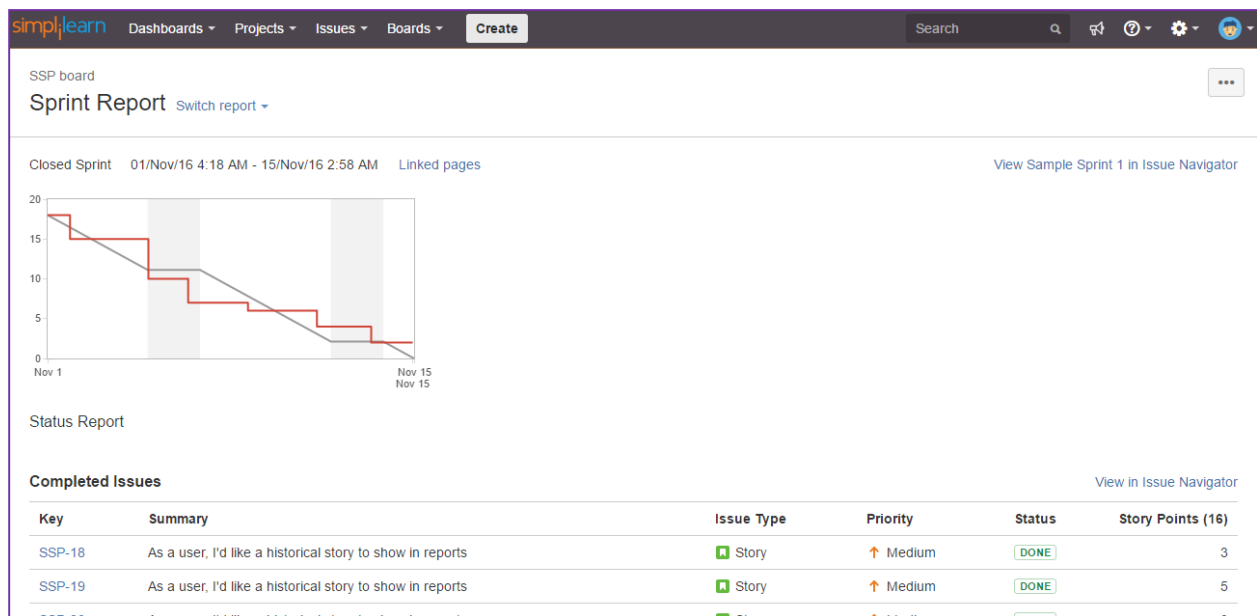
o   After implementing all the User Stories and change the status of the EPIC to Done

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Project Configuration:

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