JIRA - Logging Work and Time Tracking

Sub-task Hours and Story Point Estimates

Why do teams need hours if they have story point estimates?

This is a question that comes up a lot and there are various reasons why this is done:

Before you start your sprint planning, you should know your total team capacity. As you task out each story and put the hours in the original estimate field, you can then look at your total planned capacity vs. what your actual team capacity is. If you find the total original estimates is over your available hours, you may need to rethink how much work you are bringing into the sprint.
The sub-tasks tell the team how it will achieve the what of a story. When the team collaborates together and puts down the specific tasks and hours, there will be a much clearer understanding by everyone on the team of how much work there is to do. This will also encourage self-managing teams to look for the next available task in the queue that needs to be done. The intent is for the Scrum team to work as a single unit, anyone on the team can do any of the tasks on the list.
When a team is in the initial stages of Scrum, it is often best to use all the techniques stated in the Scrum Guide so that there is a solid foundation and understanding of the framework. A new Scrum team will see their progress on the sprint burndown with hours rather than with story points because often a new Scrum team won't complete their stories early in the sprint. Once a team matures, they find that some of the rules they followed as a young team are not as helpful as they were. Maybe they are now completing stories in the first few days of the sprint and having mini-demos to show their progress. They may find that switching their burndown to story points is effective and less work then capturing all of the hours.

Example Story Pointing Reference Guide

Level of Effort	Complexity	Story Points
Small	Low	1
Small	Medium	2
Small	High	5
Medium	Low	2
Medium	Medium	3
Medium	High	5
Large	Low	5
Large	Medium	8
Large	High	13

Logging Work and Time Tracking Options in JIRA

The following points explain how to use Jira's logging work and time tracking options and what values these options can accept.

- **Logging Work options**
  - **Time Spent** - the amount of time logged working on the issue so far or while performing this Jira operation.
  - **Date Started** - the date and time when you started this unit of work.
  - **Remaining Estimate** - the amount of time anticipated to resolve the issue after completing this unit of work. You can adjust this value using the following options:
    - **Adjust Automatically** - adjusts the **Remaining Estimate** value by subtracting the amount of work logged in the **Time Spent** field from the Remaining Estimate's current value.
    - **Leave Estimate Unset** - does not specify any time estimates for the issue. This option is displayed only if no time estimates have been specified on the issue.
    - **Use Existing Estimate of ...** - does not adjust the **Remaining Estimate** value, leaving its current value 'as is'.
    - **Set to ...** - adjust the **Remaining Estimate** value to the amount of time you specify in this field.
    - **Reduce by ...** - adjusts the **Remaining Estimate** value by subtracting the amount of time you specify in this field.
- If the **Work Description** text box is not available when logging work, then any text entered into the **Comment** text box **will** be copied across to the **Work Description**.

- **Time Tracking options**
  - **Original Estimate** - the amount of time you originally believe is required to resolve the issue.
  - **Remaining Estimate** - the amount of time you believe is required to resolve the issue in its current state.

  Note that in the single edit, if you leave one of the estimate fields empty, it automatically assumes the value specified in the other field. For example, if you specify the **Original Estimate** to be 4h, and leave the **Remaining Estimate** field empty, then it will be automatically populated with the value of 4h. The values can be changed whenever needed. In bulk edit, this behavior is only there if you select to change both fields. This rule does not apply to the **Legacy Mode**, where you can only update the **Original Estimate** until you start logging work.
- **Field Values**
  - You can specify a time unit after a time value 'X', such as Xw, Xd, Xh or Xm, to represent weeks (w), days (d), hours (h) and minutes (m), respectively.
  - If you do not specify a time unit, minute will be assumed.
  - Your current conversion rates are 1w = 5d and 1d = 8h.