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Jira Process:

* Document all issues, discrepancies, bugs discovered during testing
* Identity and document steps needed to reproduce issue ; including environment
* Identify all potential show stoppers, issues that affect functionality, or performance
* Notify engineer or developer and review issues found.
* Create tasks in Liquid Planner for any pressing issues that require immediate action.
* Triage all bugs – known issues, items put on hold, and tasks being addressed in sprint
* Coordinate items from back log with appropriate Sprint in Liquid Planner
* Update status of Jira items with Liquid Planner tasks
* Place bugs in “On Hold”, Resolved, or “Known Issue” status

Current Issues:

* All issues filed adopt an ID based on the project and when it was added. The IDs are not static, and the urls for the bugs are generated based on the ID.
* Tags are needed to identify common issues/cuases and associated projects.
* Need field for adding the Liquid Planner task and url
* Need a system/tag/field for searching by associated Liquid Planner item.
* Drag and drop between projects is not easily done, requires multistep process to triage items.
* Auto updated needed for updates, version tracking, and status changes
* Need filters created to easily identify current items and items for triaging.
* Status and Workflow need to be implemented per project

Jira Projects and Purpose:

* Inbox – Backlog for all incoming bugs
* Active- Assigned to a Sprint while being addressed
* Known Issues – Backlog, for issues to be worked on in the future
* Completed – For resolved issues or issues that won’t be worked on