**Jira Project Management Activities**

1. **Create a new Project in Jira**

Projects Menu🡪 Create Project 🡪 Under project templates select Software Development🡪 Scrum 🡪 Use template 🡪 Project type( Team Managed) 🡪 Enter Project Name and Key🡪Next.

1. **Add New users/people in Jira**

Settings🡪User management 🡪 Invite users 🡪 Enter email address 🡪 select roles & Group membership 🡪 click on Invite users

1. **Create an Epic in the Backlog**

Backlog🡪 Click on Create button🡪 Select Project, Issue type( Epic) 🡪 Fill required fields🡪 Create.

1. **Create User Stories in Jira**

Backlog🡪 Click on Create button🡪 Select Project, Issue type( Story) 🡪 Fill required fields🡪 Create.

1. **Create New Sprint in Jira**

Backlog Default Sprint 0 will display.

To create a new sprint Backlog🡪 … dots 🡪 Create sprint

1. **Add user stories to sprint**

Backlog 🡪 Drag and drop user stories in particular sprint

1. **Start Sprint**

Backlog 🡪 Start sprint 🡪 Specify duration start date & end date🡪 start

1. **Check story status in the sprint ( scrum board)**

Click on Board , you can see Sprint status.

1. **Add sub tasks to Story/ child issues for story.**

Backlog🡪 Click on story🡪 Add a child issue

1. **Sprint Progress/ Scrum Board**

Click on Board 🡪 You can see progress of Story 🡪 You can move to In Progress or Done.

1. **Create Bugs in Jira**

Click on Create button on Home Page 🡪 Issue Type( Bug) 🡪 Provide required details. 🡪 Create