# Product Delivery Workflow Using JIRA

## Idea Capture

Create Issues: Begin by creating issues in Jira to represent new ideas, including features, enhancements, or bug fixes.

Issue Types: Utilize different issue types for various ideas (e.g., Epic, Story, Task, Bug).

Custom Fields: Add custom fields if necessary to capture specific information like business value or customer impact.

## Backlog Management

Populate the Backlog: Add all new ideas to the product backlog.

Prioritization: Prioritize the backlog items based on strategic value, customer impact, and technical feasibility.

Backlog Grooming: Regularly refine, estimate, and prioritize backlog items during grooming sessions.

## Planning

Roadmap Creation: Use Jira’s roadmap feature to visualize the timeline and dependencies.

Sprint Planning: Conduct sprint planning meetings to select tasks for the upcoming sprint.

Resource Allocation: Allocate resources based on task complexity and availability.

## Implementation

Task Breakdown: Break down larger tasks into smaller, manageable sub-tasks.

Workflow Use: Follow the workflow statuses in Jira to track progress.

Daily Stand-ups: Utilize Jira boards during daily stand-ups to review progress.

## Quality Assurance

Testing: Create test cases as sub-tasks or linked issues.

Bug Tracking: Log and manage bugs identified during testing.

Regression Testing: Ensure new features haven’t affected existing functionalities.

## Review and Feedback

Sprint Review: Conduct sprint reviews to demonstrate new features and gather feedback.

Continuous Feedback: Use Jira comments and collaborative tools to gather feedback.

## Release Preparation

Release Planning: Plan the release in Jira, using versions to manage releases.

Documentation: Update user manuals, release notes, and system documentation.

## Delivery and Deployment

Deployment: Track deployment tasks in Jira, including final checks.

Release Go-Live: Mark the version as released in Jira once the product is live.

## Post-Delivery

Monitoring and Support: Monitor the product post-launch and log any new support issues.

Retrospective: Conduct retrospectives to identify lessons learned.

## Reporting and Analytics

Dashboards: Use Jira dashboards to create visibility into project status.

Reports: Generate reports for stakeholders to review project progress.