Lab 7: Introduction to Jira Software

Important Note: Jira Changed the term **project** to **space** in September 2025.

They mean the same thing.

Exercise 1: Create a Company-Managed Scrum Project

1. Open your Browser and open Atlassian Jira.
2. In Jira click Projects → Create project.
3. Choose Software → Scrum template.
4. Select Company-managed project (not Team-managed).
5. Enter Project name and Project key.
    Note: Project key is generated automatically unless you change it.
6. Click Create project.
7. Open the project and confirm you can see Backlog and Board in the sidebar.

Deliverable

Screenshot of the project main page showing the project name and backlog/board.

Exercise 2: Explore Jira and Move Issues Through the Board

1. Open your Browser and open Atlassian Jira.
2. From the top navigation, click Create.
3. Create a Story:
   a. Issue type: Story
   b. Summary: User can log in with email and password
   c. Assign to yourself → Create.
4. Open the Story → click More → Create subtask.
5. Create a Subtask:
6. Summary: Design login page UI → Create.
7. Go to your Board.
8. Drag the Story from To Do → In Progress → Done.
9. Do the same for the subtask.

Deliverable

Screenshot showing the Story/subtask in the Done column.

Exercise 3: Invite a Classmate to Your Project

1. Open your project → click Project settings.
2. Go to People.
3. Click Add people.
4. Enter your classmate's email or Jira username.
5. Choose a role (e.g., Member).
6. Click Add.
7. Confirm they appear in the project members list.

Deliverable

Screenshot of the People tab showing your invited member.