



⊕ What is Jira Tool :-

- The full form of JIRA is borrowed from the **Japanese** term “**Gojira**” which means “**Godzilla**”.
- **Jira** is a **project management** and **issue-tracking tool** developed by **Atlassian**.
- It is mainly used by **software development teams** to **plan, track, and manage work** like tasks, bugs, and projects.

⊕ Why Do We Use Jira?

- To **manage projects**
- To **track bugs and issues**
- To **assign tasks to team members**
- To **monitor project progress**
- To **follow Agile methods** (Scrum & Kanban)

⊕ Key Features of Jira :-

➤ Issue Tracking :-

- Task
- Bug
- Story
- Epic

➤ Project Management :-

- Track who is working on what
- Set priorities and deadlines

➤ Agile Support :-

- Scrum boards
- Kanban boards
- Sprint planning

➤ Workflow Management :-

- Custom steps like:
- To Do → In Progress → Testing → Done

➤ Reports & Dashboards :-

- Burndown charts
- Velocity charts
- Progress reports



Where Is Jira Used?

- Software development companies
- IT projects
- Agile & DevOps teams
- Bug tracking in applications

Example :-

Suppose you are building a **Study Forum project** :

- Create a **project** in Jira
- Add tasks like:
 - Design UI
 - Backend API development
 - Database setup
 - Testing bugs
- Assign tasks to team members
- Track status until completion

Jira vs Simple To-Do List :-

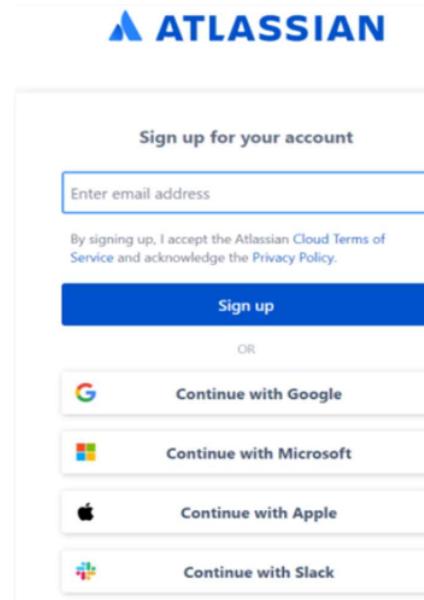
Jira	To-Do-List
Team Use	Personal Use
Tasks + bugs + reports	Basic tasks
Full progress tracking	No tracking

1. Create Jira Account

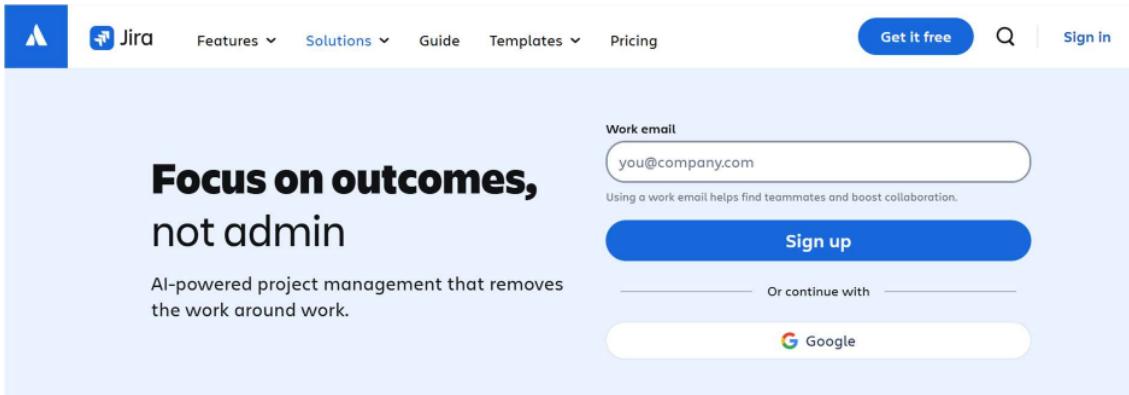
Step 1 : Click on “Get Jira Free” :-

A screenshot of a Google search results page. The search query "jira for free" is entered in the search bar. Below the search bar, there are filters for "AI Mode", "All", "Videos", "Shopping", "Images", "Short videos", "News", "More", and "Tools". The results are labeled "Sponsored result". The first result is from Atlassian, featuring their logo, the text "Atlassian", the URL "https://www.atlassian.com", and a "Get Started For Free" button with a checkmark icon. A brief description follows: "Jira Teams — Explore Jira Service Management. The #1 Tool for Agile Teams Is Now for All Teams. See Pricing. View Features. Check Product Guide.".

Step 2 : Creating an Atlassian Account :-



Step 3 : To complete the setup and login, click the verification link in the email box.



Step 4 : Click on Software Development.

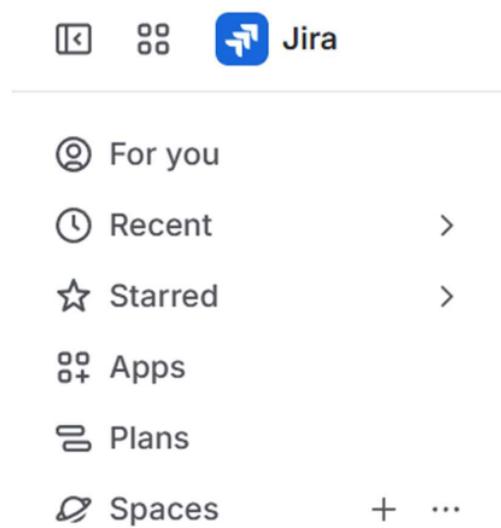
What kind of work do you do?

This helps us suggest templates that help your team do their best work.

Software development	Product management
Marketing	Design
Project management	Operations
IT support	Human resources
Customer service	Legal
Finance	Sales
Data science	Other

2. Create First Project

Step 1 : There are show in left side content



Step 2 : Click on Software Development

Space templates

Made for you

Custom templates ENTERPRISE

Software development

Service management

Step 3 : Choose the templates

The screenshot shows the 'Space templates' section of the Jira interface. On the left, a sidebar lists categories: 'Made for you', 'Custom templates ENTERPRISE', 'Software development' (which is selected), 'Service management', 'Work management', 'Product management', 'Marketing', and 'Human resources'. To the right, three template cards are displayed:

- Portfolio roadmap**: Create custom roadmaps and share your plans with everyone. (Jira Product Discovery)
- Bug tracking**: Evaluate ideas across reach, impact, confidence and effort to quickly prioritize. (Jira Product Discovery)
- Jira**: Log, prioritize, and resolve software bugs. (Jira)

Step 4 : Create project with there assign name

The screenshot shows the 'Create project' dialog. At the top, it says '← Back to project templates'. The main area has a heading 'Create project' and a note 'Required fields are marked with an asterisk *'. A 'Name*' field contains 'Study_Forum'. Below it is a checkbox 'Share settings with an existing project' which is unchecked. Under 'Template', there's a card for 'Bug tracking' (Jira) which describes it as 'Log, prioritize, and resolve software bugs.' At the bottom, there are 'See details' and 'Show more' buttons, along with 'Cancel' and 'Next' buttons. To the right, a preview window shows the 'Study_Forum' project with a list of items labeled SF-1 through SF-6.

Step 5 : It can add to people or invite someone

Bring your team along

Add people you've already worked with in Jira, or invite someone new.

The screenshot shows a modal dialog box titled 'Enter names or emails'. Inside, there is a text input field containing 'John Smith'. Below it is a 'Role' dropdown menu set to 'Administrators'.

Step 6 : Then successfully project are create and show its interface

The screenshot shows the Jira project interface for 'Study_Forum'. The left sidebar shows 'Recent' projects like 'Study_Forum' and 'My Scrum Project'. The main area displays a 'List' view of issues. At the top, there are filters for 'Project = Study_Forum', 'Assignee', 'Type', and 'Status'. A purple box highlights the 'Saved filters' button. The bottom of the screen shows a summary bar with 'Work' progress, 'Assignee', 'Reporter', and other metrics.

3. How to create components

⊕ What is Components

- In Jira, a Components is a way to **group issues** within a project into **smaller, functional parts**, like **modules, teams, or features**

Step 1 : Firstly we can create the components



This project doesn't have any components, yet

Components are subsections of a project.
Use them to group issues within a project into smaller parts.

[Create component](#)

[Learn more](#)

Step 2 : There are requirement fields then click on save button

Create Jira component

Required fields are marked with an asterisk *

Name *

Description

Component lead

 Select person

Default assignee

 Space default

Save **Cancel**

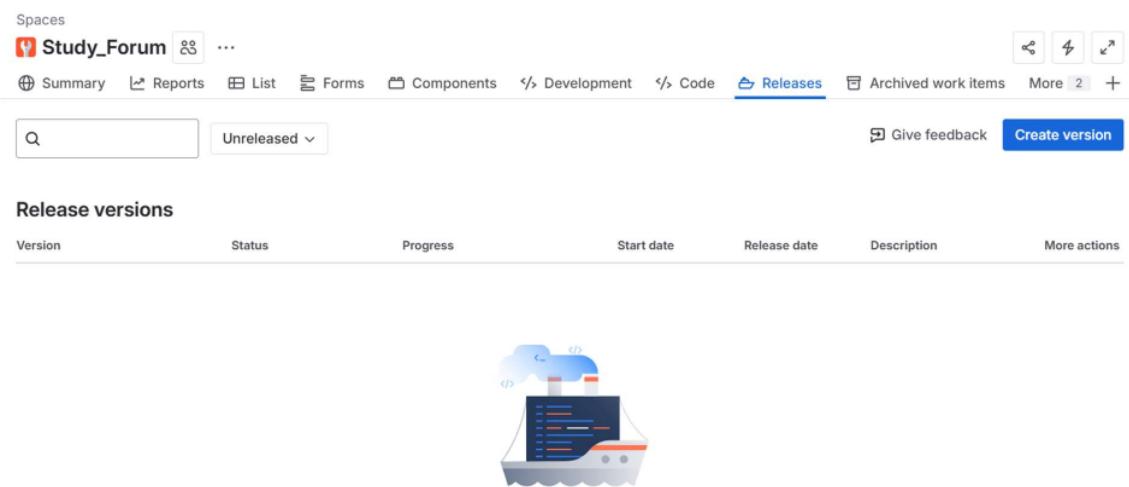
Step 3 : Click on save button then show in this interface and create successfully components

The screenshot shows the Jira Components page for the 'Study_Forum' space. The top navigation bar includes links for Summary, Reports, List, Forms, Components (which is underlined), Development, Code, Releases, Archived work items, and More. A search bar is at the top left. A message at the top right says "Group and assign work around features, departments, or workstreams specific to your project. [Learn more about Jira Components](#)". On the right, there are buttons for "Jira components" and "Create component". Below the header, a table lists the component details:

Component ↓	Description	Component lead	Default assignee	Issues	More actions
Blog	This is consist of all the blogs with author	Component lead	0 issues	...	

4. How to create version in Jira

Step 1 : Click on Release



Step 2 : Fill the required fields firstly

Create version X

Required fields are marked with an asterisk *

Name *

Start Date **Release date**

2/18/1993  2/18/1993 

Driver

 Nikhil Shinde

Description

Cancel **Save**

Created By – Nikhil Shinde

Step 3 : Fullfill all required data then slick on save button

Create version X

Required fields are marked with an asterisk *

Name *

Start Date Release date

2/18/1993		2/18/1993	
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Driver

NS	Nikhil Shinde
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Description

This is version one	
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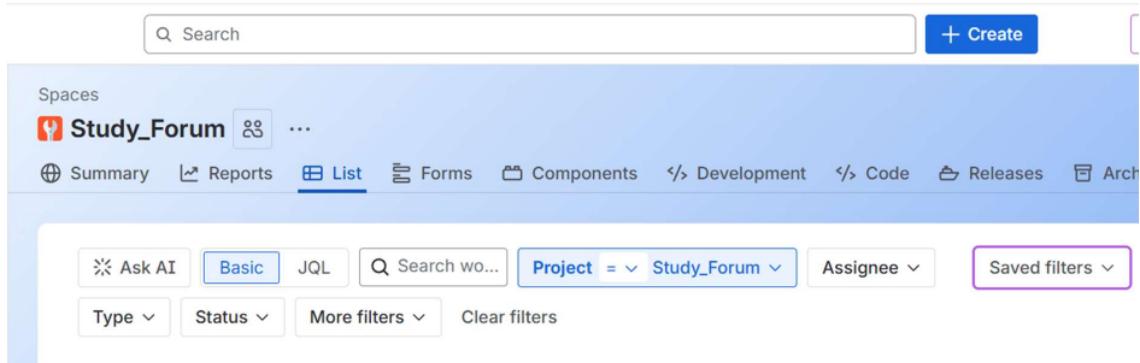
Cancel Save

Step 4 : Then click of save button we can successfully create version

Release versions						
Version	Status	Progress	Start date	Release date	Description	More actions
v1.1	UNRELEASED	No work items			This is version one	

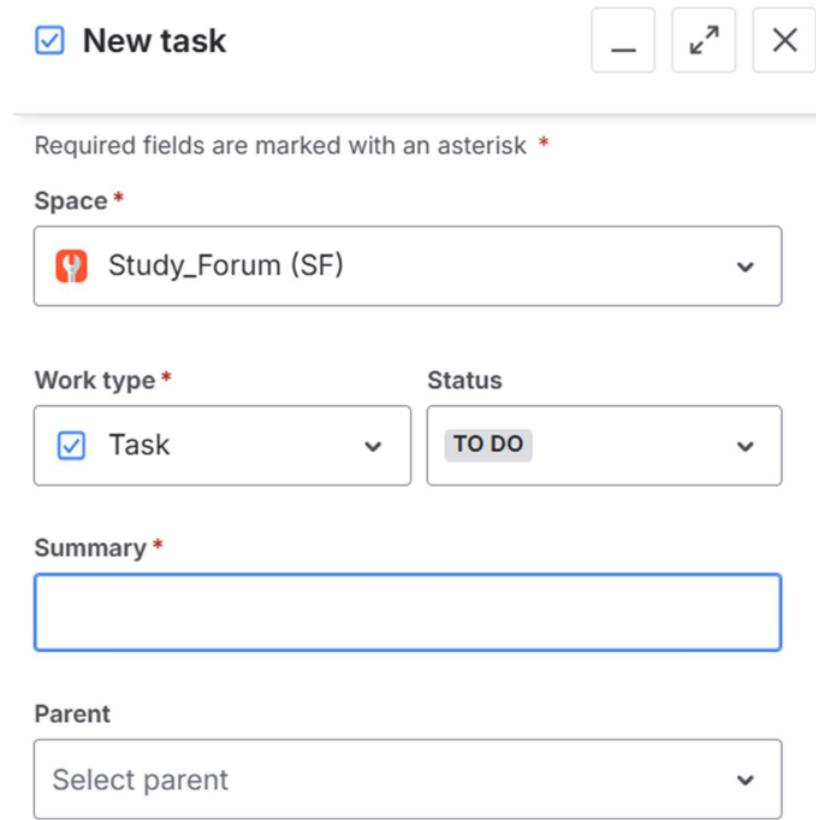
5. Create a issue

Step 1 : Firstly click on List



The screenshot shows the Jira interface for the 'Study_Forum' project. The top navigation bar includes a search bar, a '+ Create' button, and a 'Spaces' section with a 'Study_Forum' icon. Below the navigation is a menu bar with tabs: 'Summary', 'Reports', 'List' (which is highlighted in blue), 'Forms', 'Components', 'Development', 'Code', 'Releases', and 'Arch'. Underneath the menu, there are several filter options: 'Ask AI', 'Basic' (which is selected and highlighted in blue), 'JQL', 'Search wo...', 'Project = Study_Forum', 'Assignee', 'Saved filters', 'Type', 'Status', 'More filters', and 'Clear filters'.

Step 2 : Then fill the required fields



The screenshot shows the 'New task' creation form. At the top left is a checked checkbox labeled 'New task'. To its right are three small buttons: a minus sign, a double arrow, and an 'X'. Below this is a note: 'Required fields are marked with an asterisk *'. The first field is 'Space*', which has a dropdown menu showing 'Study_Forum (SF)'. The next section contains 'Work type*' and 'Status' fields. The 'Work type*' dropdown shows 'Task' (selected with a checked checkbox) and 'TO DO'. The 'Status' dropdown shows 'TO DO'. Below these is a 'Summary*' field with an empty text area. The final section is 'Parent', with a dropdown menu showing 'Select parent'. A note at the bottom states: 'Your work type hierarchy determines the work items you can select here.'

Components

Select Component ▾

Description

Aa ▾ | ... | A ▾ | ⚙ ▾ | + ▾ | 🎨

Type /ai for Atlassian Intelligence or @ to mention and notify someone.

Fix versions

▼

Priority

= Medium ▾

Start date

Select date



Allows the planned start date for a piece of work to be set.

Attachment

Drop files to attach or [Browse](#)

Due date

Select date



Linked Work items

blocks ▾

Type, search or paste URL ▾

Step 3 : Create Task and Improvement

The screenshot shows a Jira Software interface for the 'Study_Forum' project. The top navigation bar includes links for Summary, Reports, List, Forms, Components, Development, Code, Releases, Archived work items, and More. The 'List' tab is selected. The main area displays a table of work items:

	Work	Assignee	Reporter	Priority	S
<input type="checkbox"/>	↑ SF-2 Blog module should contain the clear images	Unassigned	Nikhil Shinde	Medium	TO DO
<input checked="" type="checkbox"/>	SF-1 Create a search functionality in blog page	Nikhil Shinde	Nikhil Shinde	High	TO DO

At the bottom of the table, there is a '+ Create' button and a page indicator '2 of 2'.

Step 4 : Create new Feature

The screenshot shows the same Jira Software interface for the 'Study_Forum' project. The 'List' tab is selected. The main area displays a table of work items:

	Work	Assignee	Reporter	Priority	S
<input type="checkbox"/>	↑ SF-3 Add Enquiry form in the blog page	Nikhil Shinde	Nikhil Shinde	Highest	TO DO
<input type="checkbox"/>	↑ SF-2 Blog module should contain the clear images	Unassigned	Nikhil Shinde	Medium	TO DO
<input checked="" type="checkbox"/>	SF-1 Create a search functionality in blog page	Nikhil Shinde	Nikhil Shinde	High	TO DO

At the bottom of the table, there is a '+ Create' button and a page indicator '3 of 3'.

Created By – Nikhil Shinde

Step 5 : Create Bug

The screenshot shows a Jira interface with the following details:

- Project:** Study_Forum
- Filters:** Basic, JQL, Search work items, Project = Study_Forum, Assignee, Saved filters (highlighted with a purple border), Group.
- Work Items:** A table listing five work items:

Work	Assignee	Reporter	Priority	Actions
<input type="checkbox"/> SF-4 Soft Skill blog page is not working	Nikhil Shinde	Nikhil Shinde	Highest	<input type="button" value="TO DO"/>
<input type="checkbox"/> SF-3 Add Enquiry form in the blog page	Nikhil Shinde	Nikhil Shinde	Highest	<input type="button" value="TO DO"/>
<input type="checkbox"/> SF-2 Blog module should contain the clear images	Unassigned	Nikhil Shinde	Medium	<input type="button" value="TO DO"/>
<input checked="" type="checkbox"/> SF-1 Create a search functionality in blog page	Nikhil Shinde	Nikhil Shinde	High	<input type="button" value="TO DO"/>

- Buttons:** Type, Status, More filters, Clear filters, + Create, 4 of 4.

Created By – Nikhil Shinde

6. Jira Board and its Types

What is Jira Board :-

- Jira board is a popular **bug-tracking** and **issue-tracking tool** developed by Atlassian for teams.
- It is widely used in the **software industry**.
- The agile board is a **tool in jira** that helps teams to **plan** and **manage** their **work efficiently**.
- It will show tasks in **columns** that represent **different stages** of the **workflow**, from **project started** to project progress to **completed**.

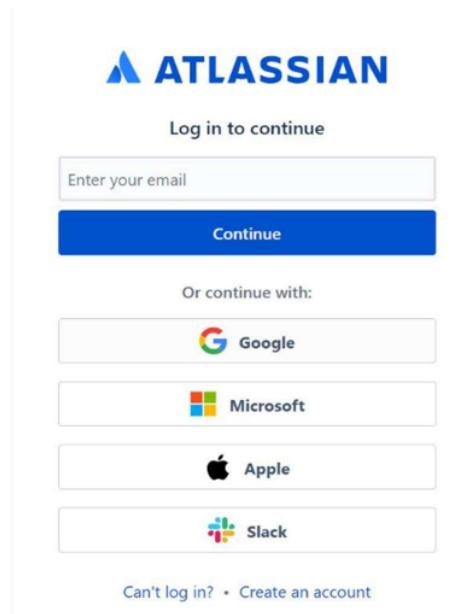
Key Jira Board Types

Scrum Board :

- **Best For:** Scrum Board is best for **teams that work in short time periods called sprints**
- **Features:** Includes **Backlog for planning**, **Active Sprints** for current work, and typically uses **story points and sprint metrics**.
- **Goal:** Deliver **increments** of work in **fixed time periods**.

Steps of Creating Scrum Boards :-

Step 1 : Land on the Jira Login Page. If You Don't have an account Click here for the steps to create an account.

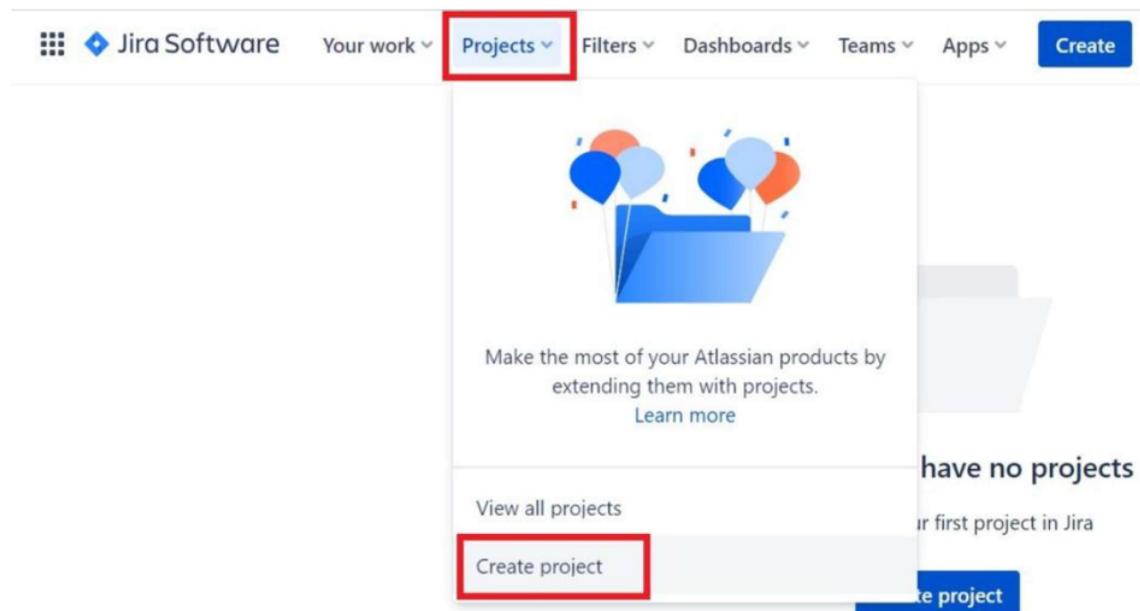


Step 2 : Login with your account.

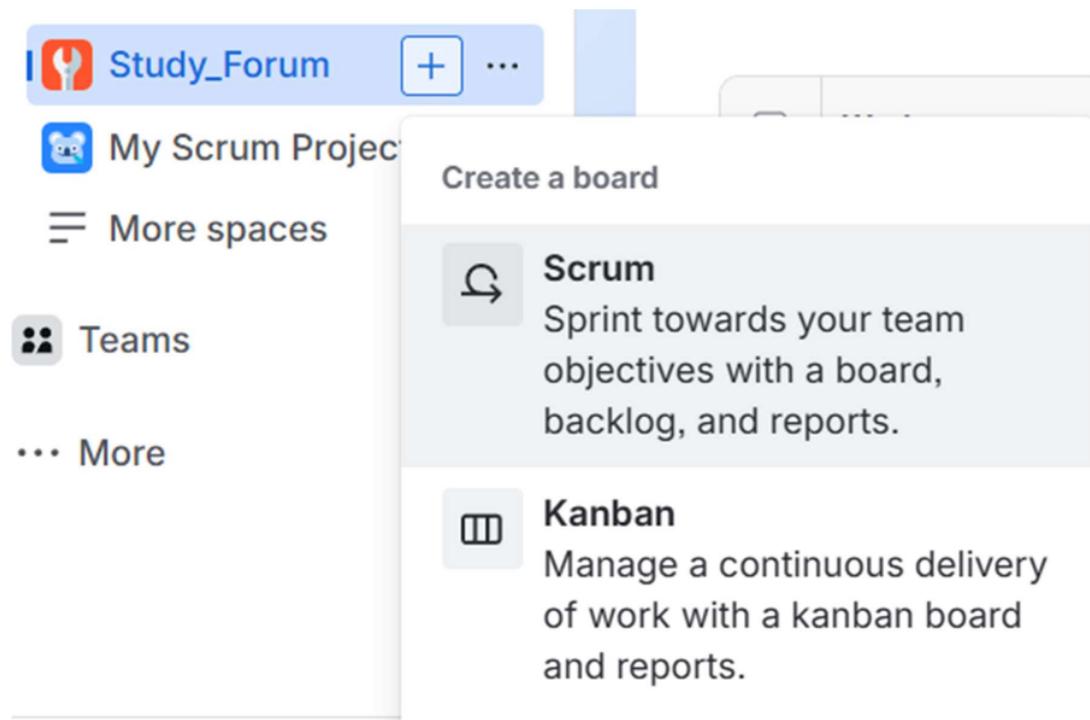
Step 3 : After Login, you will be landed on New Page.

The image shows the Jira Software interface after logging in. The top navigation bar includes "Jira Software", "Your work", "Projects" (which is underlined), "Filters", "Dashboards", "Teams", "Apps", and a "Create" button. On the right side of the header are search and settings icons. The main content area features a large folder icon. Below it, the text "You currently have no projects" is displayed, followed by the subtext "Let's create your first project in Jira". A blue "Create project" button is located at the bottom of this section.

Step 4 : Under the project tab Click on 'Create Project'.



Step 5 : From the options of different templates Select 'Scrum' Template.



Step 6 : Click on 'Use This Template'.

Create a board

Sprint towards your team objectives with a board, backlog, and reports.

Required fields are marked with an asterisk *

Name this board *

Choose what to include in this board *

Cancel **Create**

New board



Step 7 : Select 'Team Managed Project' as 'Company managed Project' requires a Premium Account.

← Back to project templates

① Project template



Scrum
Jira Software

Sprint toward your project goals with a board, backlog, and timeline.

Change template

② Choose a project type

⚠ You'll need to create a new project if you decide to switch project types later.

Team-managed

Set up and maintained by your team.

Select a team-managed project

Company-managed

Set up and maintained by your Jira admins.

Select a company-managed project

Step 8 : Give a Project Name as per Your requirement. and Click on Next.

Add project details

Explore what's possible when you collaborate with your team. Edit project details anytime in project settings.

Name*
scrumBoard

Access Anyone with access to geekspractice06 can access and administer this project. Upgrade your plan to customize project permissions.

Key 1*
SCRUM

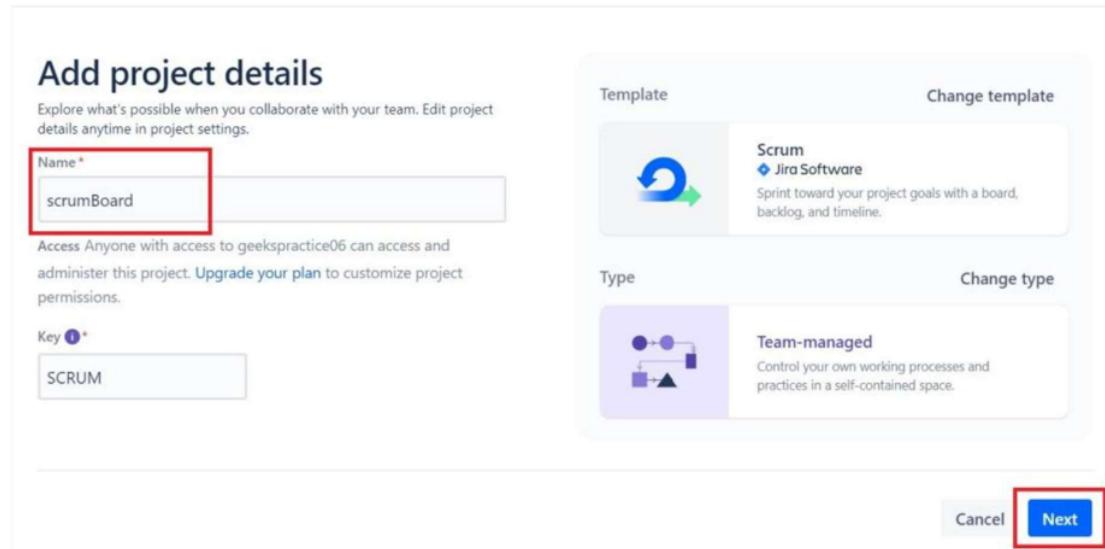
Template

Scrum
Jira Software
Sprint toward your project goals with a board, backlog, and timeline.

Type

Team-managed
Control your own working processes and practices in a self-contained space.

Cancel **Next**



Step 9 : You have Successfully Created the Jira Scrum Board

Spaces / Study_Forum
sf_board ...

Summary Timeline Backlog Active sprints Calendar Reports List Forms Components More 6 +

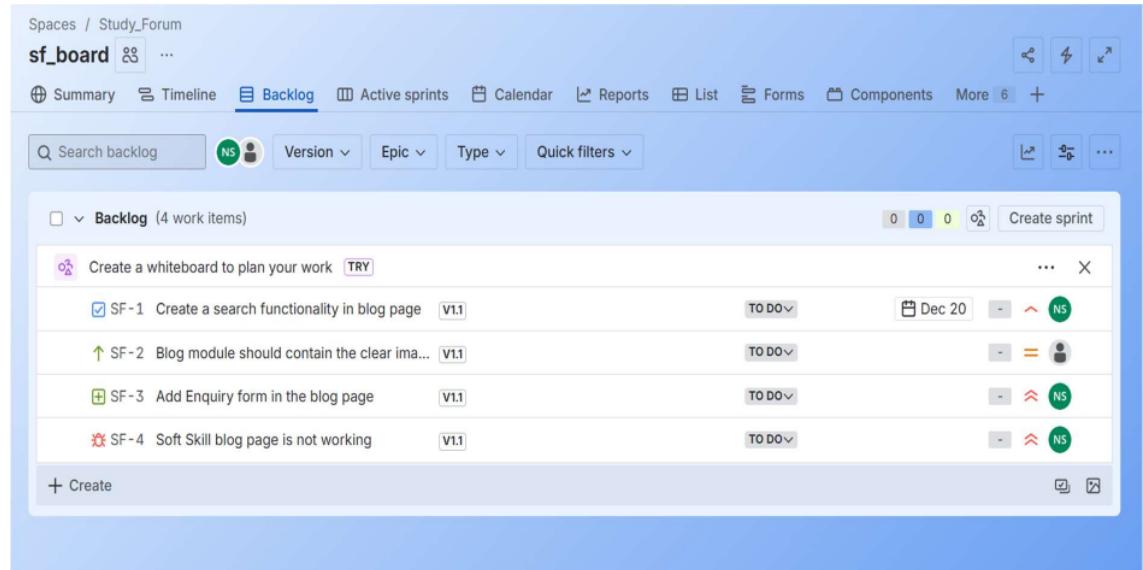
Q Search backlog Version Epic Type Quick filters

Backlog (4 work items)

Create a whiteboard to plan your work

Priority	Summary	Version	Epic	Type	Due Date	Assignee
High	SF-1 Create a search functionality in blog page	V1.1		To Do	Dec 20	
Medium	SF-2 Blog module should contain the clear ima...	V1.1		To Do		
Low	SF-3 Add Enquiry form in the blog page	V1.1		To Do		
Critical	SF-4 Soft Skill blog page is not working	V1.1		To Do		

+ Create



Step 10 : We can create Sprint

Start Sprint X

1 work item will be included in this sprint.

Required fields are marked with an asterisk *

Sprint name *

Duration *

Start date *

12/17/2025 4:37 PM X

End date *

12/31/2025 4:37 PM

Sprint goal

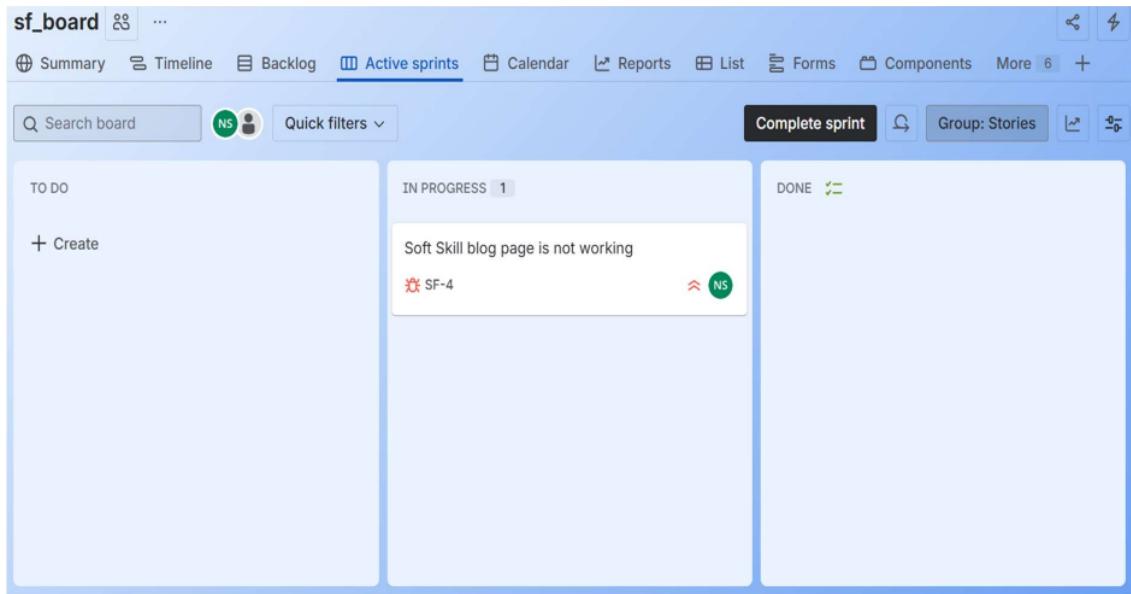
Cancel Start

Step 11 : Click on Active Sprints and bug are show in To-Do

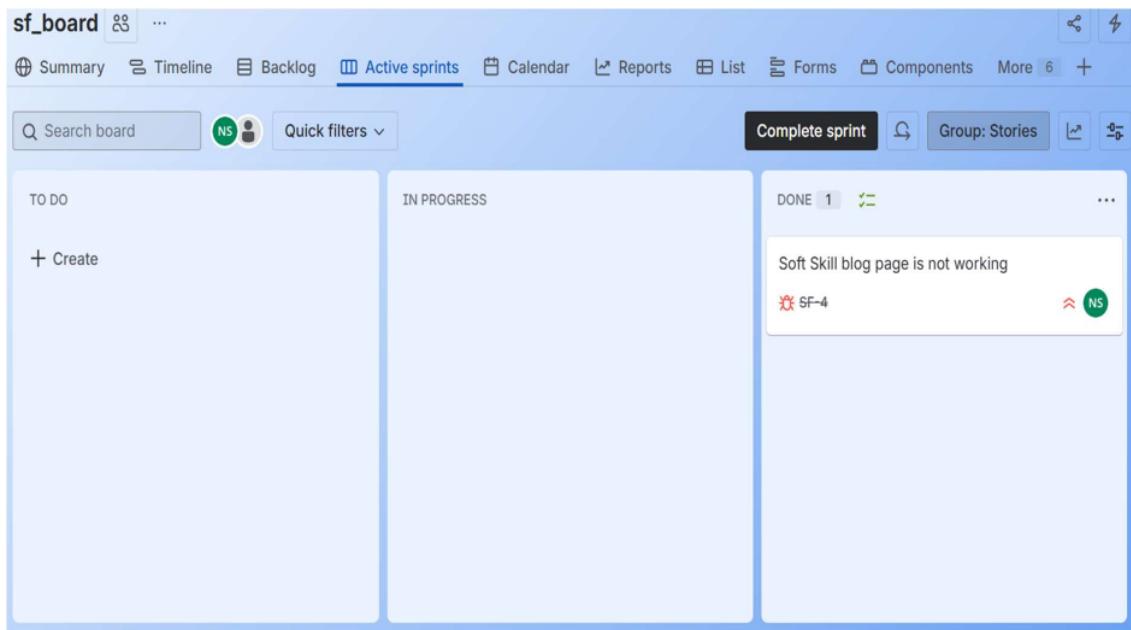
The screenshot shows a Jira board interface with the following details:

- Board Name:** sf_board
- Active Sprints:** One sprint is active.
- Columns:** TO DO, IN PROGRESS, DONE.
- TO DO Column:** Contains one item: "Soft Skill blog page is not working".
 - Icon: Red 'SF-4' icon.
 - Assignee: NS (Nikhil Shinde).
- IN PROGRESS Column:** Empty.
- DONE Column:** Empty.
- Header Bar:** Includes links for Summary, Timeline, Backlog, Active sprints (highlighted), Calendar, Reports, List, Forms, Components, More, and a Create button.
- Search and Filter:** Includes a search bar, user filters, and quick filters.
- Complete Sprint:** A button in the header bar.

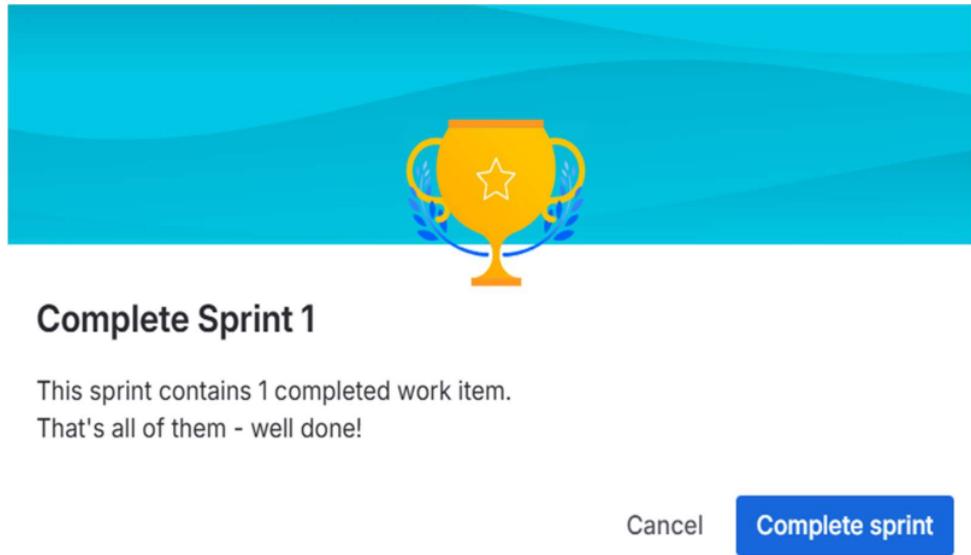
Step 12 : Bug are is going to In Progress



Step 13 : Bug are goes to Done it means task can solve successfully



Step 14 : Task can done then click on Complete sprint then it can show interface



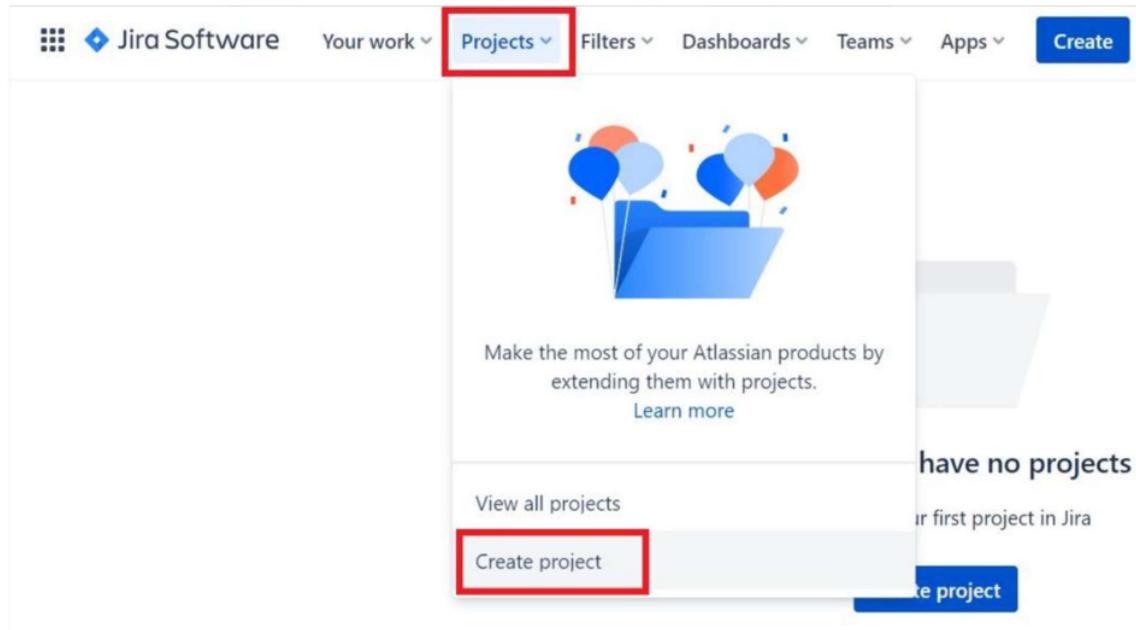
Kanban Board :

- **Best For:** Teams focused on **continuous delivery** and **workflow efficiency**, like **support or operations**.
- **Features:** Manages **work-in-progress (WIP) limits** and Work moves step by step (**To Do → In Progress → Done**) without fixed deadlines like sprints.
- **Goal:** The main goal of a Kanban Board is to **see all work clearly, reduce delays, and deliver tasks faster and smoothly**.

Steps of Creating Kanban Boards :-

Step 1 : Log in to your Jira Account.

Step 2 : Under the Project tab. Click on 'Create Project'.



Step 3 : This time instead of the Scrum template, Click on Kanban.



Step 4 : Click on 'Use Template'.

The screenshot shows the 'Kanban' template selection page. At the top right, there is a red box around the 'Use template' button. Below it, the 'PRODUCT' section shows 'Jira Software'. In the 'RECOMMENDED FOR' section, there are two items: 'Teams that control work volume from a backlog' and 'DevOps teams that want to connect work across their tools'. Under 'ISSUE TYPES', it says 'Epic'. At the bottom, there is a message 'Next: Select a project type' followed by another red box around the 'Use template' button.

Step 5 : Click on the 'Team Managed Project'.

The screenshot shows the 'Choose a project type' step. It has two main options: 'Team-managed' and 'Company-managed'. The 'Team-managed' option is highlighted with a red box around its 'Select a team-managed project' button. A yellow warning box at the top states: '⚠ You'll need to create a new project if you decide to switch project types later.' Below each option, there is a brief description: 'Set up and maintained by your team.' for Team-managed and 'Set up and maintained by your Jira admins.' for Company-managed.

Step 6 : give a suitable project title and Click on Next.

Add project details

Explore what's possible when you collaborate with your team. Edit project details anytime in project settings.

Name *

 kanbanBoard

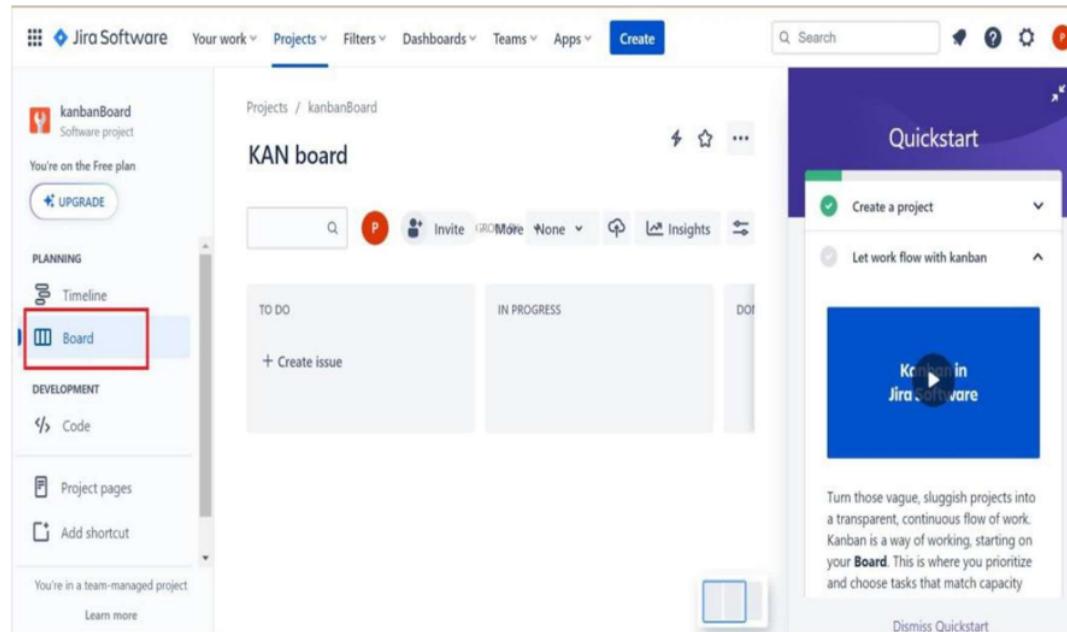
Access Anyone with access to geekspractice06 can access and administer this project. [Upgrade your plan](#) to customize project permissions.

Key i *

Template	Change template
 Kanban Jira Software Visualize and advance your project forward using issues on a powerful board.	
Type	Change type
 Team-managed Control your own working processes and practices in a self-contained space.	

Cancel Next

Step 7 : You have Successfully Created the Kanban Board.



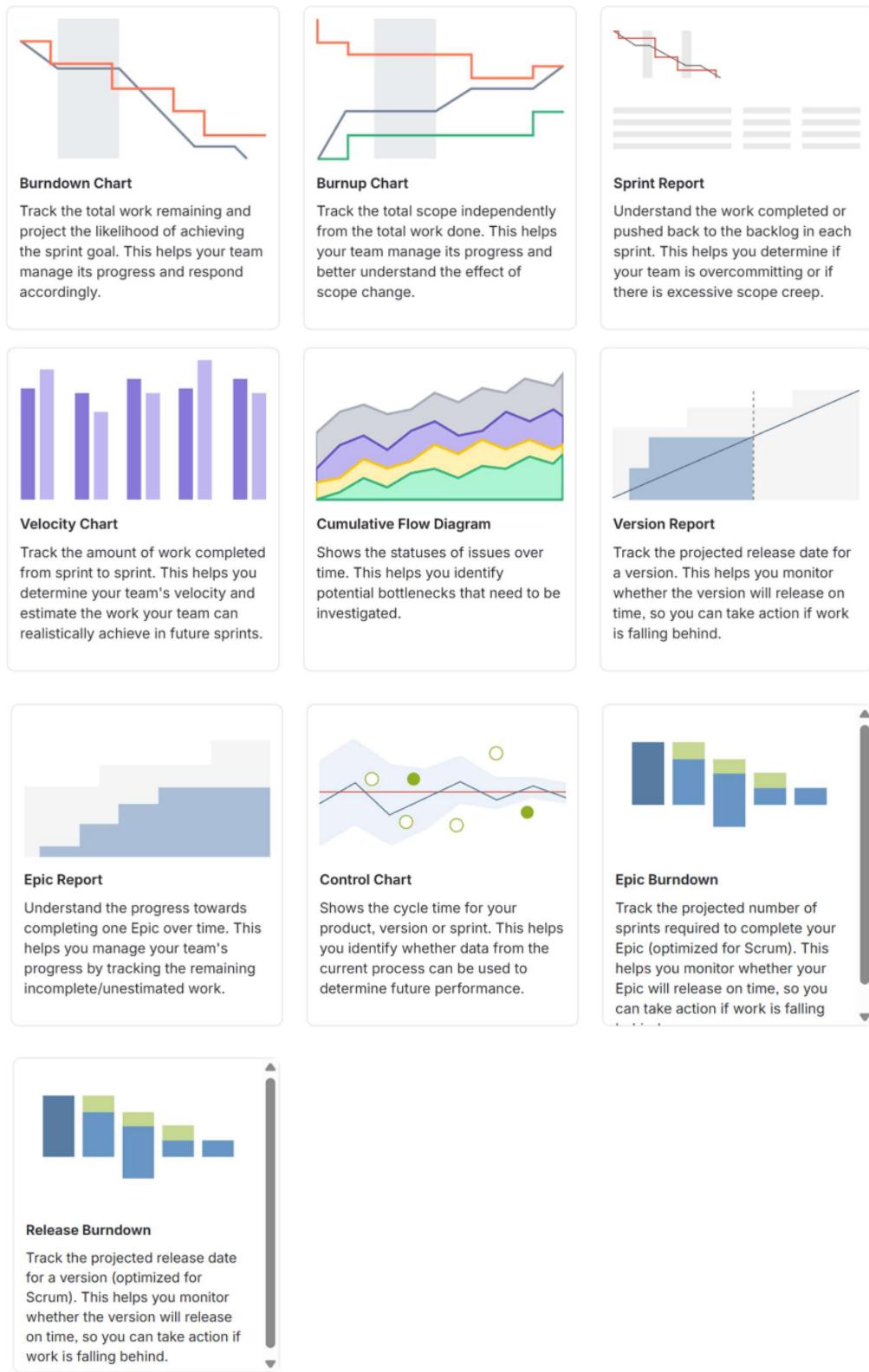
The screenshot shows the Jira Software interface after creating a new project named 'kanbanBoard'. The top navigation bar includes 'Jira Software', 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'Apps', and a 'Create' button. The left sidebar shows project details like 'You're on the Free plan' and 'UPGRADE'. It has tabs for 'PLANNING' (selected), 'DEVELOPMENT' (with 'Timeline' and 'Code' options), and 'Project pages' with an 'Add shortcut' link. A message at the bottom says 'You're in a team-managed project' with a 'Learn more' link. The main content area displays a 'KAN board' with two columns: 'TO DO' and 'IN PROGRESS'. A 'Create issue' button is located in the 'TO DO' column. At the top of the board are buttons for 'Search', 'Invite', 'More', 'None', 'Insights', and a 'Share' icon. A 'Quickstart' modal is open on the right, titled 'Quickstart', with sections for 'Create a project' and 'Let work flow with kanban'. It features a large blue button with the text 'Kanban in Jira Software'. Below the modal, a descriptive text reads: 'Turn those vague, sluggish projects into a transparent, continuous flow of work. Kanban is a way of working, starting on your **Board**. This is where you prioritize and choose tasks that match capacity.' There are 'Dismiss Quickstart' and 'Close' buttons at the bottom of the modal.

Difference Between Scrum Board and Kanban Board :-

Feature	Scrum Board	Kanban Board
Workflow	Work is done in fixed time periods called sprints)	Work flows continuously , no fixed time period
Planning	Work is planned before starting a sprint	Planning is flexible , tasks can be added anytime
Backlog	Backlog is mandatory and divided into sprints	Backlog is optional and not sprint-based
Roles	Fixed roles like Scrum Master, Product Owner, Team	No fixed roles , focus on workflow
Work Limit	No strict limit during sprint	Uses WIP limits to avoid overload
Metrics	Story points, sprint capacity, velocity	Cycle time, throughput
Best For	Teams working on new features and planned releases	Teams handling support, bugs, operations

7. Report Management in Jira:-

Agile

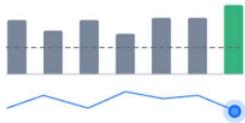


DevOps



Cycle Time Report

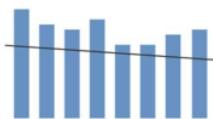
Understand how much time it takes to ship issues through the deployment pipeline and how to deal with outliers.



Deployment Frequency Report

Understand your deployment frequency to understand risk and how often you are shipping value to your customers.

Issue analysis



Average Age Report

Shows the average age of unresolved issues for a project or filter. This helps you see whether your backlog is being kept up to date.



Created vs. Resolved Issues Report

Maps created issues versus resolved issues over a period of time. This can help you understand whether your overall backlog is growing or shrinking.



Pie Chart Report

Shows a pie chart of issues for a project/filter grouped by a specified field. This helps you see the breakdown of a set of issues, at a glance.



Recently Created Issues Report

Shows the number of issues created over a period of time for a project/filter, and how many were resolved. This helps you understand if your team is keeping up with incoming work.



Resolution Time Report

Shows the length of time taken to resolve a set of issues for a project/filter. This helps you identify trends and incidents that you can investigate further.



Single Level Group By Report

Shows issues grouped by a particular field for a filter. This helps you group search results by a field and see the overall status of each group.



Time Since Issues Report

For a date field and project/filter, maps the issues against the date that the field was set. This can help you track how many issues were created, updated, etc, over a period of time.

Forecast & management



Time Tracking Report

Shows the original and current time estimates for issues in the current project. This can help you determine whether work is on track for those issues.



User Workload Report

Shows the time estimates for all unresolved issues assigned to a user across projects. This helps you understand the user's workload better.



Version Workload Report

Shows the time estimates for all unresolved issues assigned to a version, broken down by user and issues. This helps you understand the remaining work for the version.

Other



Workload Pie Chart Report

A report showing the issues for a project or filter as a pie chart.

8. What is Project Management in Jira?

What is Project Management :-

- Project Management in Jira means **planning, organizing, tracking, and completing project work** using **Jira tools**.
- Jira helps you **manage tasks, people, and progress** in one place.

What Does Jira Do for Project Management?

➤ **Create a Project :-**

- Example : Study Forum Project
- All work is managed inside one project.

➤ **Create Tasks (Issues) :-**

- Tasks, Bugs, Stories, Epics
- Example: Design Login Page, Fix Login Bug

➤ **Assign Work :-**

- Assign tasks to team members
- Set priority and due date

➤ **Track Progress :-**

- See task status:
 - To Do → In Progress → Done
- Use boards (Scrum / Kanban)

➤ **Plan Work :-**

- Sprint planning (Scrum)
- Backlog management
- Set deadlines

➤ **Monitor & Report :-**

- View reports:
 - Burndown chart
 - Progress reports
- Identify delays and issues

➤ **Example :-**

For a **college project**:

- Create a Jira project
- Add tasks like:
 - Database design
 - Backend API
 - Frontend UI
- Assign tasks
- Track progress till project completion

➤ **Why Jira is Useful for Project Management?**

- Keeps work **organized**
- Improves **team communication**
- Helps deliver work **on time**
- Supports **Agile methods**

9. Create Backlog :- Backlog = Future

Step 1 : Click on Backlog

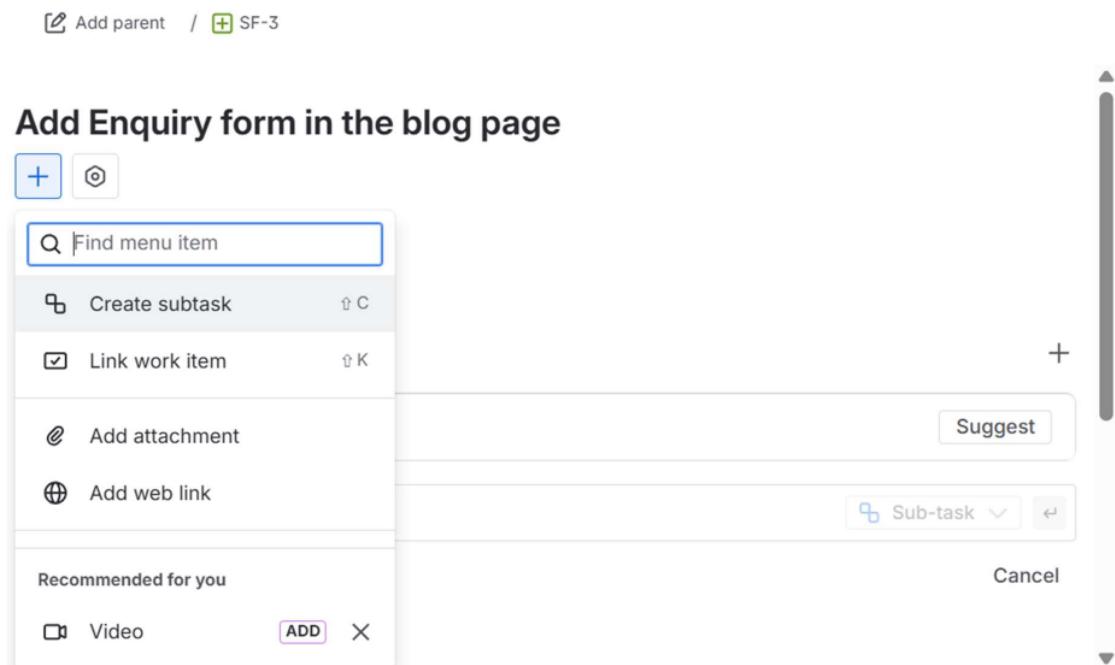
The screenshot shows the Jira software interface with the 'Backlog' tab selected. At the top, there are various navigation links: Summary, Timeline, Backlog (which is highlighted in blue), Active sprints, Calendar, Reports, List, Forms, Components, and More. Below the navigation bar, there is a search bar labeled 'Search backlog' and several filter options: Version (V1.1), Epic, Type, and Quick filters. A summary box indicates 0 work items for the current sprint. The main content area displays a single work item under 'Sprint 3': 'SF-2 Blog module should contain the clear images'. This item is assigned to 'V1.1' and is currently 'IN PROGRESS'. There is also a 'Start sprint' button. At the bottom of the backlog list, there is a '+ Create' button.

Step 2 : It can show Backlog

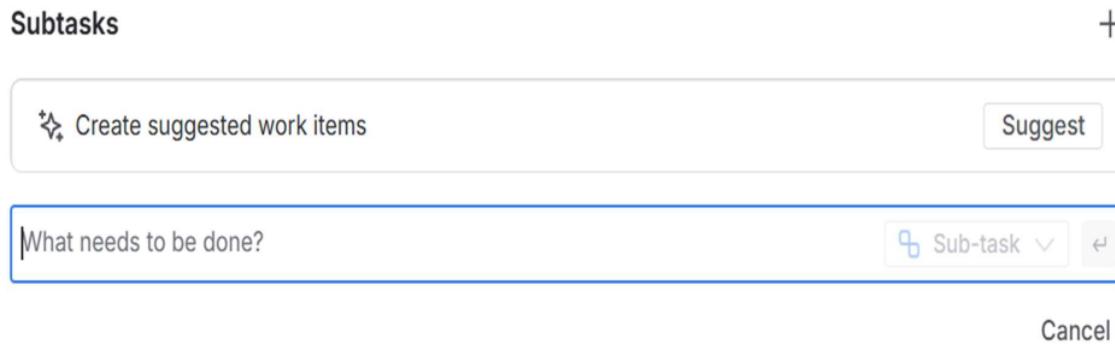
This screenshot is identical to the one above, showing the Jira software interface with the 'Backlog' tab selected. The same work item 'SF-2' is listed under 'Sprint 3' as 'IN PROGRESS'. Below this, a new section titled 'Backlog' is shown, containing a single work item 'SF-3' which is currently 'TO DO'. The interface includes the same navigation bar, search bar, and filter options as the first screenshot.

10. How to create a sub – task

Step 1 : Click on task



Step 2 : Click on Create subtask and then show this interface :-



Step 3 : There are add subtask and create it and it can show SF-5 SF-6

Subtasks

... + ▲

Create suggested work items Suggest

0% Done

Work	Pri...	Stor...	As...	Status
SF-5 Discuss with author	= M	l	TO DO	▼
SF-6 Assign Developer	= M	l	TO DO	▼

What needs to be done? Sub-task ↶

The screenshot shows a task management interface with a header 'Subtasks' and a 'Create suggested work items' button with a 'Suggest' button. A progress bar indicates '0% Done'. Below is a table with columns: Work, Priority (Pri...), Storage (Stor...), Assigned (As...), and Status. Two tasks are listed: 'SF-5 Discuss with author' and 'SF-6 Assign Developer', both marked as 'M' priority, 'l' assigned, and 'TO DO' status. At the bottom, there's a search bar for 'What needs to be done?' with a 'Sub-task' dropdown and a back arrow icon.

11. Basic Jira Interview Questions

Common questions

1. What is Jira?

:- Jira is a **project management** and **issue-tracking** tool used to plan, track, and manage work.

2. Why do we use Jira?

:- To **organize tasks, track progress, manage bugs, and deliver projects on time.**

3. What is an Issue in Jira?

:- An issue is a **task or work item** like a **bug, story, or task.**

4. What are Issue Types?

:- Common issue types are **Task, Bug, Story, and Epic.**

5. What is a Project in Jira?

:- A project is a **container** where all related issues are managed.

 Agile & Boards Questions**1. What is a Scrum Board?**

:- A board used for **working in sprints** with planned work.

2. What is a Kanban Board?

:- A board used for **continuous work flow** without sprints.

3. Difference between Scrum and Kanban?

:- Scrum uses **sprints**, Kanban uses **continuous flow**.

4. What is a Sprint?

:- A sprint is a **fixed time period** (1–4 weeks) to complete planned work.

5. What is a Backlog?

:- A backlog is a **list of all pending work** for the project.

Roles & Workflow Questions

1. What is a Workflow in Jira?

:- Workflow is the steps an issue follows, like To Do → In Progress → Done.

2. What is a Scrum Master?

:- A person who helps the team follow Scrum rules.

3. What is a Product Owner?

:- A person who decides what work should be done first.

Reports & Metrics :-

1. What is a Burndown Chart?

:- A chart that shows how much work is left in a sprint.

2. What are Story Points?

:- Story points are used to estimate task effort.



Practical Questions :-

1. How do you track progress in Jira?

:- Using boards, issue status, and reports.

2. How Jira helps in project management?

:- It helps in planning, assigning, tracking, and reporting work.

3. Is Jira only for developers?

:- No, Jira can be used by any team.

4. What is WIP limit?

:- WIP limit restricts too many tasks in progress at once.

5. Where is Jira used?

:- In software development, IT, Agile, and DevOps projects.