

## **JIRA End User Training**

### **Getting started with Jira**

- Jira Overview
- Core concepts
- Terminology
- Infrastructure
- Users and Groups
- Jira roles

### **Using Jira for Business Projects**

- Overview of Projects
- Project types
- Project screens
- Tasks and task management
- Project Management
- Process Management

### **Using Jira for Agile Projects**

- Overview of Agile with Jira
- Kanban overview
- Running a project with Kanban
- Configuring agile screen
- resolving an issue

### **Issue Management**

- Overview of Issues
- Working with issues

- Issue cloning
- Time tracking
- Issues and comments
- Tasks and subtasks

### **Field Management**

- Overview of Fields
- Built-in fields
- Custom fields
- Searching
- Configuring Jira for fields

### **Screen Management**

- Overview of Jira screens
- Working with screens
- Using screen tabs
- Issue type screens
- associating an issue type screen a with a project
- Customizing Jira screens

### **Workflow and Business Process**

- Overview of Workflow
- Mapping business processes
- Managing workflows
- Authoring a workflow
- Updating an existing workflow
- Workflow schemes
- Applying a workflow to a project

### **Searching and Reporting**

- Overview of Searching

- Search screens
- Basic search
- Advanced search with JQL
- Working with search results
- Reports
- Dashboards
- Filters
- Gadgets
- Charts

### **Summary and Best Practices**

- Looking back at the “Big Picture”
- Jira Administration Overview
- Where Jira fits into the Agile perspective
- Jira End-User best practices