

Understanding Jira for Users, Managers and Admins

Duration: 32 Hours (4 Days)

Course Overview

The "Understanding Jira for Users, Managers, and Admins" course offers a comprehensive guide for individuals at various levels of an organization to effectively use Jira, a popular project management tool. It begins with an introduction to Jira and Agile terminology, highlighting the need for such a system in modern project management. As learners progress, they'll explore the Jira user interface, learn to navigate projects and issues, and understand how to utilize Agile boards for Scrum and Kanban methodologies. For team leaders, there's a focus on configuring boards, managing sprints, and handling releases, providing the knowledge necessary to guide an Agile team efficiently. The course also delves into Jira administration, equipping admins with the skills to manage users, set permissions, and customize workflows—a must-have for anyone aiming for Jira certification or seeking advanced Jira training. By the end of the course, participants will be well-versed in Jira's functionalities, enabling streamlined project management and team collaboration. Whether you're a regular user, a manager, or an admin, this course will bolster your Jira prowess and enhance your team's productivity.

Audience Profile

This Jira course is designed for team members, managers, and administrators to master Agile workflows and Jira administration.

- Jira Users / General Team Members
- Project Managers
- Product Owners
- Scrum Masters
- Agile Team Leaders
- IT Managers
- Software Developers
- QA Testers
- Business Analysts
- System Administrators
- DevOps Professionals
- Jira Administrators
- Technical Support Staff

Course Syllabus

Module 1: Introduction

- Introduction to Jira
- Introduction to Agile Terms
- Need for Jira
- Introduction to Jira Terminology
- Lab: Setting up Jira Cloud

Module 2: Working within an Agile Team – For General Team Members

- Introduction to Jira User Interface and Navigation
- Understanding Types of Projects in Jira Cloud
- Difference Between Team-Managed & Company-Managed Projects
- Introduction to the Projects Tab
- Introduction to the Issues Tab
- Lab: Navigating & Using Projects and Issues Tab
- Understanding Issues and Types of Issues
- Lab: Viewing, Editing & Understanding Issues
- Understanding Agile Boards
- Lab: Agile Board – Backlog View
- Lab: Agile Boards – Kanban
- Lab: Methods of Creating Issues
- Lab: Searching for Issues
- Understanding JQL (Jira Query Language)
- Lab: Advanced Searching Using JQL
- Understanding Filters
- Lab: Creating Filters and Receiving Email Notifications with Filter Results
- Understanding Dashboards
- Lab: Creating and Editing Dashboards
- Understanding the Resolution Field

Module 3: Leading an Agile Team – For Managers, Product Owners, Scrum Masters

- Lab: Creating Projects
- Lab: Creating Epics and Stories in the Backlog
- Understanding Sprints and Sprint Reports in Scrum Projects
- Lab: Starting Sprints & Working on Sprints
- Lab: Creating Software Versions in Scrum
- Lab: Creating Software Releases in Kanban
- Lab: Configuring Agile Board Settings in Team-Managed Projects
- Lab: Advanced Board Settings in Company-Managed Projects
- Lab: Creating an Agile Board with Multiple Projects
- Lab: Closing Sprints and Viewing Sprint Reports
- Lab: Importing & Exporting Issues in Excel
- Lab: Changing Issues in Bulk
- Lab: Configuring Team-Managed Projects – Creating Issue Types, Fields, and Workflows
- Understanding Plans
- Understanding Basics of Advanced Roadmaps

Module 4: Jira Administration

- Jira Admin Section Navigation
- Lab: Creating a New User
- Lab: Creating Groups and Access Controls
- Lab: Managing Access to Different Products
- Understanding Different Permission Levels

- Lab: Using Global Permissions
- Understanding Project Roles
- Lab: Creating Roles
- Understanding Company-Managed Project Configuration
- Understanding Jira Schemes and Introduction to Scheme Examples
- Lab: Configuring Permission Schemes
- Lab: Configuring Notification Schemes
- Lab: Configuring Issue Types
- Lab: Configuring Screens
- Lab: Configuring Custom Fields
- Lab: Creating a New Workflow
- Lab: Editing an Existing Workflow
- Lab: Updating the Agile Board with New Workflow Changes
- Understanding Workflow Transitions - Screens
- Understanding Workflow Transitions – Properties and Triggers
- Understanding Workflow Transitions – Conditions, Validators, Post Functions
- Lab: Use Cases of Workflow Transitions
- Understanding Jira Automation Rules
- Lab: Implementing Jira Automation Rules on Projects