Understanding Jira for Users, Managers and Admins

Duration: 4 days (8hrs/day)

Prerequisites: N/A

Course Objective: The objective of this training is to empower participants with comprehensive knowledge and practical skills in utilizing Jira for efficient project management, fostering collaboration within Agile teams, and enabling effective administration for seamless workflow customization and control.

JIRA Version: Latest

Lab Requirement: Participant JIRA Cloud Trial Account Required

Module 1 - Introduction

Introduction to Jira

Introduction to Agile Terms

Need of Jira

Introduction to Jira Terms

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 Projects Tab

Introduction to 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

Lab: Advanced Searching Using JQL

Understanding Filters

Lab: Creating Filters and Getting email at interval with Filter Results

Understanding Dashboard

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 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 Boards Settings in Team Managed Project

Lab: Advanced Board Settings in Company Managed Project

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 issues types, fields, 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 the Different Permission Levels

Lab: Using Global Permissions

Understanding Project Roles

Lab: Creating Roles

Understanding Company Managed Project Configuration

Understanding Jira Schemes and Introduction to the Schemes 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