

Understanding Jira for Users, Managers, and Admins

Learn to use, manage and administer Jira, from navigating boards and sprints to configuring workflows, schemes and permissions.

4 Days

32 HOURS

4

MODULES

27

TOPICS

37

HANDS-ON LABS

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.

WHO THIS COURSE IS FOR

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**

LEARNING OBJECTIVES

- Explain Agile terminology and the need for Jira
- Navigate the Jira user interface, projects and issues
- Differentiate team-managed and company-managed projects
- Use Agile boards, JQL, filters and dashboards
- Manage sprints, releases and advanced roadmaps
- Configure agile board settings and bulk issue changes
- Apply permission levels, project roles and schemes
- Implement workflow transitions and Jira automation rules

4 Modules, 27 Topics

01

Lab

Introduction

TOPICS

Introduction to Jira · Introduction to Agile Terms · Need for Jira · Introduction to Jira Terminology

02

9 Labs

Working within an Agile Team – For General Team Members

TOPICS

- 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
- Understanding Issues and Types of Issues
- Understanding Agile Boards
- Understanding JQL (Jira Query Language)
- Understanding Filters
- Understanding Dashboards
- Understanding the Resolution Field

03

12 Labs

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

TOPICS

- Understanding Sprints and Sprint Reports in Scrum Projects
- Understanding Plans
- Understanding Basics of Advanced Roadmaps

04

15 Labs

Jira Administration

TOPICS

- Jira Admin Section Navigation
- Understanding Different Permission Levels
- Understanding Project Roles
- Understanding Company-Managed Project Configuration
- Understanding Jira Schemes and Introduction to Scheme Examples
- Understanding Workflow Transitions - Screens
- Understanding Workflow Transitions – Properties and Triggers
- Understanding Workflow Transitions – Conditions, Validators, Post Functions
- Understanding Jira Automation Rules

Practise What You Learn

#	MODULE	ACTIVITY
01	Introduction	Setting up Jira Cloud
02	Working within an Agile Team – For General Team Members	■ Navigating & Using Projects and Issues Tab ■ Viewing, Editing & Understanding Issues ■ Agile Board – Backlog View ■ Agile Boards – Kanban ■ Methods of Creating Issues ■ Searching for Issues ■ Advanced Searching Using JQL ■ Creating Filters and Receiving Email Notifications with Filter Results ■ Creating and Editing Dashboards
03	Leading an Agile Team – For Managers, Product Owners, Scrum Masters	■ Creating Projects ■ Creating Epics and Stories in the Backlog ■ Starting Sprints & Working on Sprints ■ Creating Software Versions in Scrum ■ Creating Software Releases in Kanban ■ Configuring Agile Board Settings in Team-Managed Projects ■ Advanced Board Settings in Company-Managed Projects ■ Creating an Agile Board with Multiple Projects ■ Closing Sprints and Viewing Sprint Reports ■ Importing & Exporting Issues in Excel ■ Changing Issues in Bulk ■ Configuring Team-Managed Projects – Creating Issue Types, Fields, and Workflows

#	MODULE	ACTIVITY
04	Jira Administration	■ Creating a New User ■ Creating Groups and Access Controls ■ Managing Access to Different Products ■ Using Global Permissions ■ Creating Roles ■ Configuring Permission Schemes ■ Configuring Notification Schemes ■ Configuring Issue Types ■ Configuring Screens ■ Configuring Custom Fields ■ Creating a New Workflow ■ Editing an Existing Workflow ■ Updating the Agile Board with New Workflow Changes ■ Use Cases of Workflow Transitions ■ Implementing Jira Automation Rules on Projects

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Hands-on exercises throughout the course
- Delivery by certified instructors and subject matter experts
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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