

PRODUCTIVITY

ADVANCED

5 DAYS

Jira for Beginners

Build a strong foundation in Jira by understanding its core interface, issue types, and workflows. Learn how to manage, organize, prioritize, and track work efficiently using JQL, filters, and Jira's issue management features.

Why Jira for Beginners?

More visibility into workflows

Employees familiar with JIRA can utilize its real-time tracking and reporting tools and features, such as dashboards, to identify bottlenecks, monitor progress, and meet deadlines efficiently. This enhanced visibility can improve overall efficiency and productivity.

Agile and flexible workflows

Employees with sufficient JIRA knowledge can flexibly alter workflows to circumvent certain issues and match your process expectations. This ensures that everybody follows appropriate steps to complete their assigned tasks, enhancing operational efficiency and consistency.

Better collaboration

With JIRA training, team members will learn how to communicate more effectively via @mentions, boards, story maps, etc. This will foster a transparent and more collaborative work environment.

Easy scaling of workload

Our JIRA training program prepares your teams to handle increasing workloads and user requests. Using JIRA's user-friendly interface, they can easily add and allocate new tasks, onboard more team members, and customize workflows to automate the handling of repetitive tasks. This makes it easier to scale both workload and users.

What you'll be able to do

- ✓ Understanding the fundamentals of JIRA's user interface and features.
- ✓ Learn to effectively create, edit, clone, link, and prioritize issues.
- ✓ Navigate issues through the entire workflow process.
- ✓ Organize issues using Labels, Components and Releases.
- ✓ Master efficient searches using Jira Query Language (JQL) and filters.

Who this is for

- Developers
- Team leaders and Project managers new to JIRA
- QA teams
- IT support executives
- Scrum Masters and Product Owner

Curriculum

01 Introduction to JIRA

- An overview of JIRA.
- Importance of JIRA in project management.
- Course objectives and structure.

02 Installing and Configuring JIRA

- Overview of system requirements.
- Steps to install and initial configuration.
- Handling User management and Permissions through Users and Groups.
- Using Project templates.

03 Overview of JIRA Features and Architecture

- JIRA architecture - databases, application servers, and web servers.
- Key features and benefits - project management, issue tracking, permission schemes, custom workflows.
- Understanding JIRA's user interface - Dashboards, Projects, Boards, Issues and Create button.
- Project navigation and Dashboard customization.

04 Creating a JIRA Project

- Project creation with a suitable template, name, key, and other details.
- Creating a Scrum Project using Team or Company Managed template.
- Creating a Kanban Project using Team or Company Managed template.
- Understanding Project settings - Issue types, Field configuration, and Screen & Notifications.
- Using the default Scrum board in a Scrum Project.

05 Managing Boards and Issues

- Issue Hierarchy - Epic, Story, Task, Bug and Sub-task.
- Issue Management - creating, editing, prioritizing, linking, cloning, voting and watching issues.
- Set priorities and assigning issues to members.
- Use Backlog view and Active Sprint / Kanban Board view.
- Use Components and labels to organize issues.
- Create and managing Releases(Versions).
- Create a new Scrum board within the Scrum or Kanban project.

06 Managing Test Cases

- Creating and managing test cases within JIRA.
- Linking tests to relevant issues.
- Executing test cases by running, recording, and managing test cycles.
- Tracking test results and progress using JIRA reports and dashboards.

07 Introduction to JIRA Query Language (JQL)

- Fundamentals of JQL syntax and structure.
- Commonly used JQL queries.
- Using fields, operators and functions to enhance queries.
- Using JQL for advanced searches and data retrieval.

08 Performing Searches

- Using filters to streamline searches.
- Saving and sharing search results.
- Filters - Scheduling and Permissions.

09 Working with JIRA Reports

- Exploring built-in JIRA reports.
- Customizing report templates.
- Analyzing and interpreting report data.
- Creating standard reports using Jira Dashboard.

10 Best Practices

- Expert tips for effective JIRA usage for one or more teams.
- Manage Columns under Jira board.
- Workflow optimization strategies.
- Collaboration and communication best practices.

11 Troubleshooting

- Identifying and resolving common issues in JIRA.
- Methods for diagnosing and debugging issues.
- Using Atlassian support, community forums, and documentation.
- Reporting bugs to Atlassian.
- Recap of the lessons covered.
- Final thoughts and next steps for further learning.
- Recap key takeaways and next learning steps