

Introduction to Jira for End Users / JumpStart to Jira

Duration: 2 Day(s)

Course Overview

Jira from Atlassian is a leading project management software that enhances team collaboration and productivity, offering extensive versatility to manage your team's workflow, keep track of tasks, and streamline communication. Jump Start to Jira for End Users is a two-day, workshop style course that gets you quickly up and running with the core skill needed to start using Jira in your role or on your projects to get organized, optimize your tasks and enhance your productivity.

Working in a hands-on learning environment, guided by our Jira expert, you'll engage in hands-on practical tasks, discussions, and group activities that offer firsthand experience in using JIRA for both business and agile projects, understanding task management, users and roles, running projects with Kanban, and resolving issues effectively. You'll gain proficiency in working with issues, issue cloning, and time tracking, customizing built-in and custom fields, and optimizing JIRA screens. You'll also master the crucial facets of workflow and business processes, with lessons on mapping business processes, managing workflows, and adapting them to your projects. The course also equips you with powerful search and reporting skills, enabling you to utilize basic and advanced JIRA Query Language (JQL), generate impactful reports, dashboards, and work efficiently with search results.

You'll leave with hands-on experience and the confidence to apply your new Jira skills to effectively manage your team's workflow, improve communication, and drive your projects towards successful outcomes. With these skills, you'll be ready to transform your project management approach, enhancing productivity and efficiency within your organization.

NOTE: Students responsible for Jira administration should consider TTDV7540 JumpStart to Jira for Administrators as an alternative course.

Review this course online at <https://www.alta3.com/courses/TTDV7541>

Objectives

- Familiarize with core Jira concepts and terminology.
- Gain proficiency in managing tasks using Jira for business and agile projects.
- Customize fields and workflows to optimize user experience.
- Develop advanced search and reporting techniques using JQL.

Who Should Attend

- Project Managers
- Team Leaders
- Scrum Masters
- Product Owners

Prerequisites

While this course is designed for beginners, you should have a basic grasp of project management concepts will be helpful, even if it is from a non-software perspective.

Related Courses - Jira Training Suite

- TTDV7540 Jump Start to Jira for Administrators
- TTDV7541 Jump Start to Jira for End Users
- TTDV7543 Jump Start to Jira Portfolio / Planning with Jira Portfolio
- TTDV7544 Getting Started Jira for Team Members
- TTDV7545 Getting Started with Confluence (with Jira)
- TTDV7548 Next Level Jira (with Confluence)

Course Outline

Getting started with JIRA

1. JIRA Overview
2. Core concepts
3. Terminology
4. Infrastructure
5. Users and Groups
6. JIRA roles

Using JIRA for Business Projects

7. Overview of Projects
8. Project types
9. Project screens
10. Tasks and task management
11. Project Management
12. Process Management

Using JIRA for Agile Projects

13. Overview of Agile with JIRA
14. Kanban overview
15. Running a project with Kanban
16. Configuring agile screen
17. Resolving an issue

Issue Management

- 18. Overview of Issues
- 19. Working with issues
- 20. Issue cloning
- 21. Time tracking
- 22. Issues and comments
- 23. Tasks and subtasks

Field Management

- 24. Overview of Fields
- 25. Built-in fields
- 26. Custom fields
- 27. Searching
- 28. Configuring JIRA for fields

Screen Management

- 29. Overview of JIRA screens
- 30. Working with screens
- 31. Using screen tabs
- 32. Issue type screens
- 33. Associating an issue type screen with a project
- 34. Customizing JIRA screens

Workflow and Business Process

- 35. Overview of Workflow
- 36. Mapping business processes
- 37. Managing workflows
- 38. Authoring a workflow
- 39. Updating an existing workflow
- 40. Workflow schemes
- 41. Applying a workflow to a project

Searching and Reporting

- 42. Overview of Searching
- 43. Search screens
- 44. Basic search
- 45. Advanced search with JQL
- 46. Working with search results
- 47. Reports

48. Dashboards

49. Filters

50. Gadgets

51. Charts

Summary and Best Practices

52. Looking back at the 'Big Picture'

53. JIRA Administration Overview

54. Where JIRA fits into the Agile perspective

55. JIRA End-User best practices