

## Jira for Administrators | Jira Administration

Quick Start to Setting Up & Administering Jira Instance, Roles, Projects, Schemes, Fields & More

### Course Snapshot

- **Course: Jira for Administrators | Jira Administration (TTDV7540)**
- **Duration:** 2 days
- **Audience & Skill-Level:** This is an introductory-level course for Administrators who are new to Jira (this is NOT for experienced Jira admin or users). Students should have a background in basic administration.
- **Hands-on Learning:** This course is approximately 50% hands-on lab to lecture ratio, combining engaging expert lessons, demos and group discussions with real-world, skills-focused machine-based labs and exercises. Student machines are required.
- **Delivery Options:** This course is available for **onsite private classroom presentation, live online virtual presentation**, or can be presented in a **blended learning format**. Please also ask about our **Self-Paced / Video / QuickSkills** or **Mini-Camp / Short Course** flexible delivery options.
- **Public Schedule:** This course has active dates on our live-online open enrollment **Public Schedule**.
- **Customizable:** This course agenda, topics and labs can be further adjusted to target your specific training skills objectives, tools and learning goals. Please ask for details.

### Overview

Tracking issues is a critical component of any project management strategy. JIRA provides a web based single repository for creating, tracking and reporting on feature requests, bugs reported, or managing workflow.

Geared for administrators new to Jira, **JumpStart to Jira for Administrators | Jira Administration** is a two-day, hands-on course that explores the most important tasks required to set up Jira, providing students with ample hands-on experience using common administration tasks. This hands-on course enables the Student to administer a JIRA instance and “learn by doing”. The focus of this course is on Best Practices, and practical skills.

### Learning Objectives

This course is approximately **50% hands-on**, combining expert lecture, real-world demonstrations and group discussions with machine-based practical labs and exercises. Working in a hands-on learning environment, exploring several practical use cases that provide context as to where and when to use Jira, students will learn about:

- user management
- global and project permissions
- project roles
- schemes
- configuration of issue types, workflows, and screens

### Audience & Pre-Requisites

This is an introductory-level course for Administrators who are new to Jira (this is NOT for experienced Jira admin or users). Students should have a background in basic administration. **NOTE:** End users not responsible for Jira administration should consider **JumpStart to Jira for End Users** as an alternative course.

### Related Courses - Jira Training Suite

- TTDV7540 JumpStart to Jira for Administrators | Jira Administration
- TTDV7541 JumpStart to Jira for End Users
- TTDV7543 Introduction to Jira Portfolio
- TTDV7545 Next Level Jira (with Confluence)
- TTDV7612 Introduction to Confluence

## Course Topics / Agenda

Please note that this list of topics is based on our standard course offering, evolved from typical industry uses and trends. We will work with you to tune this course and level of coverage to target the skills you need most. Course agenda, topics and labs are subject to adjust during live delivery in response to student skill level, interests and participation.

### Getting started with JIRA

#### Administration

- JIRA conceptual review
- Core concepts
- Terminology
- Infrastructure
- JIRA roles

#### Groups vs Roles

- Project roles
- Creating a role
- Project scaling
- JIRA User management

#### Project Resolution

- Project status
- Resolved status
- Resolution date

#### Schemes

- Project scope schemes
- Adding users to schemes
- Issue type schemes
- Notification schemes

- Permission schemes
- Issue security schemes
- working with schemes

#### JIRA as a Platform

- What can be configured
- Basic JIRA project setup
- Advanced project setup

#### Workflows

- Designing a workflow
- Defining a workflow
- Implementing a workflow
- Deploying workflows
- Workflow events
- Transitions and sub-tasks

#### Custom Fields

- Field types
- Field context
- Limiting contexts
- Adding contexts
- Screens and field configuration
- Best practices for custom fields

#### User Lifecycle

- Adding users
- Adding third-party users
- Modifying users
- Deactivating users

#### Remote JIRA Access

- Emails
- SQL
- REST
- Webhooks
- XML and RSS
- Command Line Interface
- Integrating JIRA with other applications

#### Migrating Data into JIRA

- Migration steps
- The CSV importer
- JIRA cloud migration

#### Summary and Best Practices

- Looking back at the “Big Picture”

## Student Materials & Lab Environment

All course software (limited versions, for course use only), digital courseware files or course notes, labs / data sets and solutions (as applicable) are provided for you in our “easy access / no install required” high-speed remote lab environment. Our tech team works with every student to ensure everyone is set up with working access and ready to go prior to every course start date, ensuring a smooth delivery and great hands-on experience. Please ask for details.

### For More Information

For more information about our dedicated training services, collaborative coaching services, courseware licensing options, public course schedule, training management services, partner programs, or to see our complete list of course offerings and special offers please visit us at [www.triveratech.com](http://www.triveratech.com), email [Info@triveratech.com](mailto:Info@triveratech.com) or call us toll free at **844-475-4559**. Our pricing and services are always satisfaction guaranteed.

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