

Getting Started with Jira for Team Users (TTDV7544)

Boost Your Agile Project Task Organization, Workflows and Outcomes using Jira!

Course Snapshot

- **Course:** Getting Started with Jira for Team Members (TTDV7544)
- **Duration:** 3 days
- **Audience & Skill-Level:** Introductory-level class for team members new to Jira who want to optimize their use of Agile project management with Jira.
- **Format / Hands-on:** This course combines engaging instructor-led presentations and practical demonstrations with hands-on exercises, challenge labs, use case exploration and engaging group activities. Student machines are required.
- Our typical classroom lab environment is a hosted Jira solution using the latest major version available. Other versions and installations can be used upon request.
- **Flexible Delivery Options:** This course can be delivered for your team or organization online-live (virtual), onsite in-person, self-paced or across our immersive blended learning experience platform (LXP).
- **Public Schedule:** This course is currently available on our Public Open Enrollment Schedule.
- **Customizable:** We're flexible! This course agenda, topics, labs, hours and delivery modalities can be adjusted to target your specific training skills objectives, tools and learning goals. Please ask for details.

Overview

Jira is an Agile-centric, valuable tool for managing, tracking, and prioritizing tasks, enhancing workflow efficiency, and augmenting productivity. Understanding and implementing Jira capabilities will allow you to improve your team's workflow efficiency and overall productivity, lending an edge to your organization's project outcomes. **Getting Started with Jira for Team Members** is a hands-on course designed to guide you through the most useful features of Jira to help organize and execute Agile projects on your team.

Working in a hands-on learning environment guided by our expert Jira instructor, you'll explore the essential facets of Jira. You'll acquire and gain practical experience with managing Issues and Bugs, understanding different Issue Types, and working with Sub-Tasks. You'll master Workflow operations like editing, copying, and deleting, fundamental to the Agile project management process. You'll also gain experience with operational aspects like exploiting screens for Workflow Transitions and Views, along with managing Custom Fields for issues. The latter half of the course takes a deep dive into Agile, where you'll learn to create Epics and Stories, plan Sprints, and work with Scrum Boards, ingraining a strong foundation in Agile principles.

You'll leave the course equipped to effectively apply Jira's functionalities to your daily tasks, leading to heightened productivity and improved project outcomes. The focus is on the real-world application of your newly gained knowledge, allowing you to take these skills back to your team and drive successful project completion.

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

Learning Objectives

This course provides essential understanding in the practical use of the Jira in an Agile context. This course is approximately 50% hands-on, combining expert lecture, real-world demonstrations and group discussions with machine-based practical labs and exercises. Throughout the course you will learn to:

- Grasp fundamental Jira concepts and core essentials, becoming comfortable with the user-friendly platform and its many features.
- Develop your skills in setting up, managing, and navigating through various Jira Projects, enhancing your efficiency in the digital workspace.
- Understand different types of Issues and Bugs, learn to work with Sub-Tasks, and utilize these insights to streamline your project tasks.
- Get hands-on experience with Workflow operations like editing, copying, and deleting, to better facilitate the Agile project management process.
- Dive into the world of Jira Agile, learning how to create Epics and Stories, plan Sprints, and effectively work with Scrum Boards.

Need different skills or topics? If your team requires different topics or tools, additional skills or custom approach, this course may be further adjusted to accommodate. We offer additional Jira, Agile, DevOps, container, and other related topics that may be blended with this course for a track that best suits your needs.

Audience

The introductory-level course is ideally suited for professionals **new to Jira** who are stepping into the Agile project management space, especially those working in roles like project coordinators, team leads, and Scrum masters. It's also a great fit for team members who regularly interact with Jira for tracking and managing tasks within their organization. This course can benefit anyone keen on enhancing their project management skills, streamlining workflows, and improving their efficiency with Jira. **This course is not for experienced Jira users.**

Pre-Requisites

- Some exposure to foundational project management concepts, even if it's theoretical, will be helpful to grasp the teachings more effectively.
- Having previously worked within a team-based environment would be beneficial in understanding the collaborative aspect of using Jira.

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)

Enhanced Learning Services: Please also ask about our **Pre-Training Class OnRamp & Prep / Primer offerings, Skills Gap Assessment Services, Case Studies, Knowledge Check Quizzes, Skills Immersion Programs & Camps, Collaborative Mentoring Services and Extended Learning Support & Post Training services.**

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.

Session: Jira Core

1. Jira Overview

- Jira Features and uses
- Jira, Agile, and Kanban
- Scrum Ceremonies
- Projects
- Planning
- Team Members and Users
- Exercise: Hello, Jira (New Project)

2. Jira Core

- Core essentials
- Dashboards
- Projects
- Issues
- Search
- JQL

- Exercise: Working with Jira Core

3. Jira Projects

- Project Screens
- Navigation
- Key Screens
- Shortcuts
- Tasks and Task Management
- Process Management
- Project Management
- Exercise: Setting up your project

4. Issues

- Issues and Bugs
- Issue Types
- Working with Issues
- Operations and Sub-Tasks
- Resolving Issues

- Exercise: Reporting and Resolving Issues

5. Workflows

- Workflow Essentials
- Workflow operations
- Editing, copying and deleting
- Exercise: Working with Workflows

6. Screens

- Issue Operations
- Workflow Transitions
- Views
- Schemes
- Screen Operations
- Exercise: Exploiting Screens

7. Fields

- Fields
- Custom Fields
- Issue Features
- Time Tracking
- Statuses and Resolutions
- Priorities
- Exercise: Managing Fields

Session: Jira Agile (FKA Greenhopper)

8. Jira Agile Overview

- Jira Agile
- Agile Board Filters and JQL

- Workflows

9. Jira Agile for Scrum

- Scrum Roles
- Scrum Master
- The Scrum Board
- Creating Epics and Stories
- Planning Sprints
- Creating issues in Jira Agile
- Starting, Working, and Completing a Sprint
- Burndown Chart
- Velocity Chart
- Exercise: Scrum Reporting with

Jira

10. Tips, Tricks, and Recommendations [Optional]

- Sprint Planning
- Agile Cards
- Wallboard
- Checkins and Jira
- Continuous Integration
- Documenting Meeting and Retrospectives
- Jira and Kanban
- Jira to team improvement

Setup Made Simple! Learning Experience Platform (LXP)

All applicable course software, digital courseware files or course notes, labs, data sets and solutions, live coaching support channels and rich extended learning and post training resources are provided for you in our “easy access, no install required” online **Learning Experience Platform (LXP)**, remote lab and content environment. Access periods vary by course. We’ll collaborate with you to ensure your team is set up and ready to go well in advance of the class. Please inquire about set up details and options for your specific course of interest.

For More Information

For more information about our training services (instructor-led, self-paced or blended), collaborative coaching services, robust Learning Experience Platform (LXP), Career Experiences, public course schedule, partner programs, courseware licensing options or to see our complete list of course offerings, solutions and special offers, please visit us at www.triveratech.com, email Info@triveratech.com or call us toll free at **844-475-4559**. Our pricing and services are always satisfaction guaranteed.

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