

Jira 101: Advanced User



<https://www.analystscorner.org/>

Overview

This course is designed for Jira users who want to become significantly better at using Jira.

Not everybody is a Jira system admin, but even without the system admin access there is a lot to learn about what you can and can't do and configure it to your liking. Jira is a sophisticated and complex tool that allows for a lot of flexibility and offers a lot of opportunities - ready for an advanced user to grab.

Have you ever wanted to make your board a bit cleaner? Filters more useful? Reporting to start making sense?

Wanted to impress your team mates or manager with your Jira skills?

This course will help you!

I've been working with Jira since 2008, and I've configured and managed Jira instances for up to thousands of users. In these years, I've picked up a few tricks and common pitfalls that I want to share with you.

In this hands-on course you will see me achieving different goals in Jira - and straight away you will be practicing those skills following my step-by-step practical instructions. If you are up for some challenge, you can also pick up tasks from an extra list - which I recommend you do, because that's when the interesting stuff starts ;)

Overall, remember that Jira is just a tool to increase your and your team's productivity. After finishing this course, you will be able to do just that - make Jira a bit less of a hurdle and more of a helping aid to deliver value to your business.

I hope you'll enjoy it!

Have fun.

What you will learn:

1. The key concepts and elements of Jira Software
2. Jira projects, boards, filters and dashboards

3. Jira reporting
4. Creative use of jira features to accommodate for complex processes and requirements
5. Jira automation
6. Configuration of team managed projects

Audience

- Project Managers
- Business Analysts
- Scrum Masters
- Technical Leads
- Software Engineers
- Any Jira users, who are not Jira system admins, but who want to get the best out of the tool (and their user access to it)

This course will offer

1. Detailed explanation of Jira functionality
2. Hours of screenshare videos of how to perform different tasks in Jira
3. Numerous exercises with step-by-step explanations and criteria for self assessment of achievements
4. Jira's complex search and filters
5. Different approaches to planning that Jira supports (to pick the one aligned to your organisational processes)
6. Configuration of reports and dashboards to get extra insights
7. Sophisticated multi-board workflow set up for the most complex business scenarios
8. Backlog management techniques
9. Team managed project configuration and administration
10. Jira automation engine

This course is designed for Jira users with up to Project Administrator access. It does not cover System and Organisation Administration.

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Duration

The course consists of:

- 6 hours of pre-recorded video lessons
- 6 hrs of quizzes, tests and exercises

Syllabus

Module 1: Jira key concepts

IIBA® Knowledge Areas alignment	Requirements analysis & design definition (KA5) Techniques: Backlog Management, Item Tracking
PMI® Talent Triangle alignment	Ways of working: apply the right technique at the right time

Title	Type
Introduction	video
Jira Version for this course	video
Jira UI update	reading
Jira Key Concepts	video
Levels of administration in Jira	video
Practice: Request for your own Jira Cloud instance	assignment

Module 2: Backlog management

IIBA® Knowledge Areas alignment	Requirements analysis & design definition (KA5) Requirements lifecycle management (KA3) Techniques: Backlog Management, Item Tracking
PMI® Talent Triangle alignment	Ways of working: apply the right technique at the right time

Title	Type
Introduction to backlog management	video
Practice: Create your first project	assignment
Introduction to release versions	video
Individual ticket view	video

Introducing a new epic	video
Practice: Create your first backlog	assignment
Scrum and Kanban	video
Configuring boards and columns	video
Practice: Columns config	assignment
Breaking the solution into components	video
Practice: Create components	video
Dealing with issue types	video
Practice: Juggle some issue types	video
Find all the tickets from a single project	video

Module 3: Planning and reporting

IIBA® Knowledge Areas alignment	Requirements analysis & design definition (KA5) Requirements lifecycle management (KA3) Techniques: Backlog Management, Item Tracking
PMI® Talent Triangle alignment	Ways of working: apply the right technique at the right time

Title	Type
Timeline planning	video
Practice: Create a simple timeline	assignment
Story point estimation and planning	video
Issue count planning	video
Time estimates	assignment
Burn up and burn down charts	video
Sprint reporting	video
Burn down charts based on time estimates	video

Time tracking report	video
Practice: Estimation approaches	assignment
Release version and epic reporting	video
Release management	video
Managing flow	video

Module 4: Search

IIBA® Knowledge Areas alignment	Requirements analysis & design definition (KA5) Requirements lifecycle management (KA3) Techniques: Backlog Management, Item Tracking
PMI® Talent Triangle alignment	Ways of working: apply the right technique at the right time

Title	Type
Find your tickets using simple search	video
Review search results at a glance with table view	video
Practice: Basic search	assignment
Using export and import to bulk create tickets	video
Practice: Import a backlog	assignment
Use bulk actions to edit your tickets	video
Using advanced search	video
Reading: JQL manual	reading
Reuse your search queries with filters	video
Practice: JQL and bulk actions	assignment
Share your search results with others	video

Module 5: Creative use of search

IIBA® Knowledge Areas alignment	Requirements analysis & design definition (KA5) Requirements lifecycle management (KA3) Techniques: Backlog Management, Item Tracking
PMI® Talent Triangle alignment	Ways of working: apply the right technique at the right time

Title	Type
Collect insights using dashboards	video
Practice: Dashboards	assignment
Create quick filters for your boards	video
Practice: Create a quick filter	assignment
Board configuration using filters	video
Support dual track agile process with multi board workflow	video
Practice: Set up multi board project	assignment
Managing impediments	video

Module 6: Project admin and automation

IIBA® Knowledge Areas alignment	Requirements analysis & design definition (KA5) Requirements lifecycle management (KA3) Techniques: Backlog Management, Item Tracking
PMI® Talent Triangle alignment	Ways of working: apply the right technique at the right time

Title	Type
Introduction to administration	video
Overview of project administration	video
Use automation to streamline operations	video
Practice: automation	assignment

Use branch rules to automate actions on multiple tickets	video
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Module 7: Team managed project configuration

IIBA® Knowledge Areas alignment	Requirements analysis & design definition (KA5) Requirements lifecycle management (KA3) Techniques: Backlog Management, Item Tracking
PMI® Talent Triangle alignment	Ways of working: apply the right technique at the right time

Title	Type
Introduction to team managed projects	video
Create a team managed project for extra flexibility	video
Administration of team managed projects	video
Configure workflows for team managed projects	video
Board settings and reporting on team managed projects	video
Practice: Create a team managed project	assignment