Jira instructions

Introduction
Jira is an project tracking software.

How to use Jira
All the time that you spend on your team project should be submitted via Jira tickets. Your effort is submitted in a form of Jira tickets. You progress will be graded weekly. Jira reports are individual (not team) assignments.

Every week (by the end of each Monday) you have to submit your Jira report form and make sure that your Jira tickets are up to date and adequately represent all the work you did in previous week. On each Monday you have to submit a Jira report form (1-2 questions survey).

Accessing Jira
URL: http://csse.usc.edu:18080
Login: your usc email.
Password: your usc email (change it!)
Jira report form: URL will be sent out weekly via email and published on the class website.
First week (9/12/2016 – 9/19/2016) URL will be posted on Monday.

On your first log in, Jira will show you quick demo tutorial about Jira tickets. After that select 'Explore existing projects' and select your project. Then change your password and full name (by default it is the same as your USC email).

To change Jira password and your full name from your initial screen go to Profile page and change them there.

Creating a new Jira ticket
In order to create a new Jira ticket for work you are going to do (or have already done), you have to click Create (upper menu) button and specify the following parameters:

1. Project – choose your project.
2. Type – always task (you don't to fill it it)
3. Assignee – who is working on that ticket (by default it is you).
4. Title/Summary - brief description of work (one line)
5. Description – brief description of work, so that grader could understand nature of work you've been doing. Usually takes 3-4 lines of description. You also can skip this field if title is self-explanatory.
6. Labels – formally describes nature and type of work. Labels are used in reports. See
labels hierarchy below. Proper labeling of tickets constitutes a significant part of your grade.

7. **Priority** – how important that ticket was. This a way to prioritize your work. Use of this field is optional but it is recommended to used it.

![New Jira ticket](image)

*New Jira ticket*

When you create a new ticket keep in mind recommended granularity of work that is represented by this ticket. Average ticket size should be between 2h (hours) and 2d (days). If it is a development task it could be a bigger ticket, but should not be longer than 2w (weeks, 1w=5d=40h).
Jira ticket workflow

Tickets have a life cycle or workflow. Current state of a ticket is represented by its status (To Do, In Progress, Done). The workflow is represented below:

**Workflow of Jira ticket (states and transitions)**

You can report your effort while ticket is In Progress. Keep tickets you work on In Progress. If you don't plan to work on a certain ticket current week, its status should be To Do and not In Progress. So update statuses of your tickets in timely manner.

If you think work represented by a ticket is done or no longer needed you should change status to Done. When you change status to Done, provide a proper resolution (done or resolved)

**Updating Jira tickets: reporting effort, changing labels, updating status**

**Effort.** In order to report your effort open a proper ticket from you dash board and click More->Log Work. Then enter effort you spent, and brief (1-2 lines) description of what you did in Work Description field. Leave default values in other fields.

Effort is expressed in person hours: 1h – one person-hour, 2d – two person day = 16h – 16 person hours. Suffix h or d is mandatory.

1w=5d=40h.

**Labels.** In order to update labels of your ticket, just open it and you can modify them from the view screen of the ticket (just type in new value or delete existing). Use existing labels (see labels structure below) and add your custom labels if needed.

**Labels are case sensitive, so please avoid typos in labels, especially in labels we provided to you!**
**Status.** In order to change current status of a ticket, open it and use transition buttons *(Start Progress, Done)* in command menu (under the title of a ticket).

You can modify other fields if need, just make sure that your ticket adequately represents a piece work that you have done.

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**Jira updating ticket: reporting effort.**
**Jira updating ticket: adding labels**

**Jira updating ticket: closing the ticket (transition to 'Done'). Choose proper Resolution.**
Labels

Labels formally describe nature and type of work you did. Labels are used in reports and constitute a significant part of the grade.

You have to use the following labels:

- **dev** – mark all development tasks with this label
  - **scope-definition** – activities when you learn about the project domain, identify scope.
  - **infrastructure** – you work on setting up your favorite IDE or setting up a Git account for the team
  - **storyboard** – you work on story boards
  - **prototype** – your work on prototype
  - **impl** – everything that has to do with implementation of your project (actual development).
    - **db-design** – developing database
    - **ui** – developing database
    - … - add your own labels in this list (optional). For example, it could be components of your application.
  - **testing**
  - **transition**
    - … - add your own labels (optional)

- **doc** – everything that has to do with documentation of your project. Even your project website is considered documentation.
  - **ocd** – your work on operational concept definition document
  - **lcp** – your work on life cycle plan
  - **fed** – your work on feasibility evidence document
  - **ssad** – your work on system and software architecture definition document
  - **qm** – your work on quality management and qm reports (if such required)
  - **pr** – your work on progress report.
  - **mpp** – your work on management project plan
  - **website** – your work on your team's website
  - **win-book** – your work with win-book
    - … - add your own labels (optional). For example, you can add **jira** here – effort you
spent on adding jira tickets (although it should not take too much time)

• **team** – any team-related activities, e.g. meetings, discussions, presentations.
  - **meeting** – any meeting with teammates or clients or users.
  - **requirement-negotiation**
  - **arb** – architecture review board – also viewed as meeting.
  - ... - add your own labels (optional).

A few notes about lables:

• Labels are case-sensitive: **Meeting** and **meeting** are different labels. It is important to use correct and consistent labels, because my reports filter tickets by these labels. If labels is incorrect/inconsistent or missing, I might miss your tickets.

• Order of labels doesn't matter. Jira reshuffles them anyway.

• Labels cannot have spaces (e.g. **Arrengin Client Meeting** - incorrect ). Avoid typos (e.g. **Mangaging Arrenging**). Get rid of mistyped and incorrect label.

• Be consistent - Upper/lower case, dash/underscore separated, if you add your own labels.

• (!) Please use labels form the list I gave you above. You are free to extend those labels, but you must use existing hierarchy – list of lables that I provided above. That means you need to use three existing roots or categories: **dev, doc, team**

  So for example if you want to have a label for your general team meetings, then you have to extend hierarchy **team->meeting->general_meeting**

  When you add labels you have to add them hierarchically, which means you had a general team meeting you need to add all three labels: **team meeting general_meeting**

• You can have labels from multiple categories (with multiple roots).

  *Example 1.* I worked on a prototype and I had to develop a module of the application to address certain risks. Then I took screenshots of this prototype and submitted them for grading as a document. In this case I need the following labels: **dev prototype doc** (order of labels doesn't matter)

  *Example 2.* There was a team meeting and we all together worked on prototyping application's UI. In this case we need the following labels:

    **team meeting dev prototype story-board impl ui**

    or

    **team meeting dev prototype story-board**

    second version is also sufficient
Using Jira filters and Report

Jira allows you to search tickets using various criteria. Search parameters can be saved as filters. You can create your own filters to track your progress or progress of your teammates. Filters can also be used to generate reports. By the time of ARB we will let you know what reports we expect from you during the presentation.

A new search page.

Search results. Search criteria could be written with SQL query (click Advanced)
Examples (use cases)

Jira for project managers

Project managers should use Jira to distribute tasks among the team members. Use it in your meetings to distribute and allocate work that each of you would need to do. Use it to notify your team about tasks you delegated to them. Develop custom labels for MMFs or Use Cases in your project. Use Jira reports to track completeness of work. Using labels you can track completeness of each Use case or MMF.

Jira for architects and system integrators

Use Jira to distribute development tasks among the developers. Develop custom labels for modules/components of your application.

Use Jira reports to track completeness of work. Using labels you can track completeness of each Use case or MMF.

Jira for developers

Track your time and effort. Make sure that work you do is reflected as effort logged in Jira tickets. Make sure that tickets description and labels reflect work that did.

Use Jira for off line collaboration. Assign tasks to each other with proper description. Report problems (reopen tickets).

Jira for IV&V

Validation of effort reports:

- Use Jira reports to track completeness of the MMFs and Use Cases.
- Identify missing reports. For example, some features were developed/delivered, but they do not appear in Jira reports due to missing labels of missing tickets.
FAQ

How often report updates?

Daily, weekly, or on the go

How big/small tasks should be?

2h-2d. Do meaningful decomposition of work. Level of details depends on tasks but reporting work should not be a significant overhead.

It is also okay to have longer development tasks.

Separate events (e.g. different meetings, different development/conding sessions) should be reported as separate Jira tickets.

Should I create Jira tickets before or after I did my work?

Best practice here is to plan ahead and create tickets that represent your weekly plan. Then change their status as you do them. However, we understand that certain events may happen unplanned (e.g. occasional team meetings), so make sure you report them as well at least by each Monday.