JumpStart to Jira for Administrators - TTDV7540

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

Duration: 2 Days
Skill Level: Introductory
Available Format: Instructor-Led Online; Instructor-Led, Onsite In Person ; Blended; On Public Schedule

Geared for experienced administrators, **Jump Start to Jira for Systems Administrators** is a two-day, hands-on course that thoroughly explores the Jira ecosystem, enabling you to harness its robust project and service management capabilities. You'll master the core concepts and terminologies, understand the nuances of Jira roles, and become adept at managing and scaling projects within this widely-used platform.

What You'll Learn

Overview

Geared for experienced administrators, **Jump Start to Jira for Systems Administrators** is a two-day, hands-on course that thoroughly explores the Jira ecosystem, enabling you to harness its robust project and service management capabilities. You'll master the core concepts and terminologies, understand the nuances of Jira roles, and become adept at managing and scaling projects within this widely-used platform.

Throughout this course, you'll gain hands-on experience with key JIRA functionalities such as Schemes, Workflows, and Custom Fields. Guided by our expert Jira instructor, you'll learn how to create and implement various schemes, design and deploy workflows, and manage field types and configurations, equipping you to optimize your project setup and task transitions effectively. You'll also explore User Lifecycle management, remote JIRA access, and integration of JIRA with other applications,

enabling you to manage users effectively and enhance JIRA's versatility in your operations.

This course offers a well-rounded learning experience that couples theoretical concepts with practical applications, providing a solid foundation in Jira administration. You'll get ample opportunities to apply your new skills through extensive hands-on labs catering to diverse projects. On completion, you'll not only have enriched your ability to navigate complex project tasks but also have the necessary skills to significantly enhance the efficiency and productivity of your organization's workflows.

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 you'll learn to:

- **Grasp Core Concepts:** You'll familiarize yourself with the essential elements of JIRA, understanding its terminology and infrastructure to make your journey into JIRA administration as smooth as possible.
- **Master JIRA Roles and User Management:** You'll delve into the roles within JIRA, and learn how to scale projects effectively. Plus, you'll get a grip on user management to ensure everyone in your team is in the right place.
- **Implement Schemes with Confidence:** You'll understand and apply project scope schemes, issue type schemes, and more. By the end of the course, creating and implementing schemes will be second nature.
- **Design and Deploy Workflows:** You'll learn how to streamline project tasks by designing and implementing effective workflows. This skill is a game-changer for project setup and management.
- **Command Custom Fields:** Get hands-on with field types, field context, and screen configurations. You'll be a whiz at customizing JIRA to meet your project needs.
- **Enable Remote JIRA Access:** Learn to provide JIRA access remotely and integrate JIRA with other applications. This skill will take your administration capabilities to the next level, keeping your projects moving no matter where your team is located.

Audience

This introductory-level course ideal for experienced Systems Administrators brand new to Jira who are looking to incorporate JIRA into their suite of management tools.

Pre-Requisites

Before attending the course, it's helpful if you have:

- **Basic knowledge of system administration:** You don't need to be a master, but some familiarity with concepts related to system administration would be beneficial.
- **Understanding of project management principles:** Knowledge of how projects are structured and what stages they go through will be advantageous when learning about JIRA's project management capabilities.
- **Experience with team collaboration tools:** If you've used other collaboration or project management tools, you'll find it easier to understand JIRA's functionality and interface.
- **Basic troubleshooting skills:** Knowing how to investigate and solve simple technical problems will help you get the most out of the hands-on labs.

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"

Related Courses

| TTDV7540 | JumpStart to Jira for Administrators |
| TTDV7541 | Jump Start to Jira for End Users |

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

Please contact us or call 844-475-4559 toll free for more information about our training services (instructor-led, self-paced or blended), coaching and mentoring services, public course enrollment or questions, partner programs, courseware licensing options and more.