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*Jira for Agile Teams—Design Document*

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<i>Business Purpose</i>	<p>Software Company X has analyzed their existing waterfall methodology and found that teams are taking more than 60 days to move from the ideation phase to product delivery. The 60-day cycle amounts to 40 hours of actual work. The company has determined that unclear decisions and long creative lead times are causing near constant feedback loops which are resulting in decreased productivity and efficiency.</p> <p>This course will provide team members of Software Company X with a basic overview of Jira and will then dive into creating and effectively using Kanban boards and building agile workflows with Jira. This course can be used as part of an onboarding process, and it can also be used for current employees as Software Company X moves away from waterfall methodology and adopts more agile methodologies.</p> <p>Goal: Introduce agile based Kanban-style Jira boards as part of a company-wide plan to optimize business processes and decrease lead times from 60 days down to 25, after team members complete Using Jira &amp; Kanban to Boost Agile Productivity.</p>
<i>Target Audience</i>	Software development team members at Software Company X.
<i>Training Time</i>	45 minutes
<i>Training Recommendation</i>	<p>The recommendations for this training are:</p> <ul style="list-style-type: none"><li>• This is an eLearning course. This is the best format because it allows team members at Software Company X to access information at any time and any place.</li><li>• This training will utilize screen shots, screencasts, and software simulation to demonstrate concepts where appropriate.</li><li>• This training is recommended for new employees and current employees because Software Company X is moving towards agile methods.</li><li>• This training is meant to specifically show learners how to use Kanban Jira boards in an agile environment.</li></ul>
<i>Deliverables</i>	<p>1 e-Learning course:</p> <ul style="list-style-type: none"><li>• developed in Articulate Storyline</li><li>• voice-over narration</li><li>• approximately 15 slides of content per module</li></ul>
<i>Learning Objectives</i>	<p>By the end of the module, learners will be able to:</p> <ul style="list-style-type: none"><li>• construct and navigate a Kanban Jira board</li><li>• create a workflow that uses Kanban lists and labels</li><li>• organize list limits, checklists, and due dates</li><li>• create automations, comments, and search cards in Jira</li></ul>

*Learner Outcomes*

Learners (mostly new users of Agile and Jira) will increase productivity and efficiency by putting agile systems in place (via Kanban style Jira boards) to ensure the team is working on task and on time.

*Training Outline*

- 1) Cover Slide**
- 2) Navigation**
- 3) Introduction of Using Kanban Boards in Jira/Why use Kanban Boards?**
- 4) Objectives**
  - Construct and navigate Kanban Jira boards
  - Create an agile workflow that uses Kanban lists and labels
  - Organize list limits, checklists, and automation in Jira
  - Manage due dates, comments, and search cards in Jira
- 5) Content**
  - A. Module 1: How to Setup an Kanban Jira Board**
    - Introduction
    - Roadmap
    - Backlog
    - Board
  - B. Module 2: Create an Issue and Pull Work In**
    - Introduction
    - Creating an Issue
      - (i) Project
      - (ii) Issue Types
      - (iii) Summary
      - (iv) Description
      - (v) Priority
      - (vi) Pulling work in
      - (vii) Members
    - Create an issue on your own
  - C. Module 3: Deeper Dive into Jira Features**
    - Column Limits
    - Automation
    - Search Cards Feature
    - Plug-ins
- 6) Summary**
- 7) Completion**

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*Evaluation Plan*

Software Company X will review data over the next 30 days to determine whether this training has impacts on business optimization and decreased lead times.

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