

Course Outline

Jira for Administrators

Course JIRAFORADMIN: 1 day Instructor Led

Overview

In large organizations, Atlassian's Jira platform is the tool of choice for managing collaboration at scale. Few other platforms offer as effective an ability to manage complexity and workflow interdependency like Jira.

Whether you are in a full-time role dedicated to Jira Administration, or a role that includes some admin responsibilities, this course is a fast-paced, expert-led workshop that allows you to learn and practice critical administration skills. You will learn about the different configuration options available to the Administrator, then dig into each section of general Administration in JIRA which includes all there is to know about managing and configuring issues for your projects and teams. Additionally, the course covers how to create and edit workflows as well as use advanced features like workflow conditions and post functions.

Hands-on exercises accompany every section of this course. Please note this course focuses on Jira Server and Data Center, not Cloud.

In this Jira for Administrators Course, you will:

- Navigate and facilitate all aspects of Jira
- Design, create, and edit Jira workflows
- Manage features and configuration of Jira
- Optimize Jira for your organization's context and goals
- Learn troubleshooting best practices for Jira Admins
- Maintain the application health of Jira
- Enable agility and higher performance for teams throughout your organization

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Part 1: JIRA Project Administration

1. Navigation and overview
2. Issue Type Schemes
3. Workflow Schemes
4. Screen Schemes
5. Roles
6. Field Configurations
7. Permission Schemes
8. Notification Schemes
9. Project creation

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Part 2: JIRA General Administration

1. Application Management
2. Project Management
3. Issues Management
4. Add-on Management
5. User Management
6. System Management

Part 3: JIRA Workflow Essentials

1. Getting familiar with Workflows
2. Creating & Editing Workflows
3. Workflow Conditions and Post Functions
4. Creating Workflow Schemes

Part 4: Admin Troubleshooting & Best Practices

Audience Prerequisites

- Jira Board Admins
- Project Managers