

## About this course

### Is this course right for me?

This course is ideal for project leads and administrators who do not have full Jira administration access. It is based on the ACP-600 – Jira project administration certification exam.

### Objectives and outcomes

By the end of this course, attendees will have a solid understanding of both the configurations in their control and the ramifications of requesting changes from an application administrator. Attendees will understand best practices around shared schemes, permissions and project configurations.

### Prerequisites

- A basic understanding of Jira use cases and functionality.
- Access to a laptop with an internet connection.
- No experience as a project administrator necessary.

## Modules breakdown

### Module 1: Jira concepts overview

#### Module Sections

- Introduction
- Summary of users and groups
- Projects
- Project types
- Schemes
  - Shared vs. unique
- Project details
  - Project key
  - Categories

#### Lab Exercises

- Sign up

### Module 2: Access control

#### Module Sections

- Permissions
  - Extended project admin permissions
- Groups
- Global permissions
- Project roles
- Issue level security

#### Lab Exercises

- View current permissions
  - What permissions are needed to...
    - Move issues
    - Work within sprints
    - Rank issues
    - Assign to yourself
    - Set issue security
- Add users to a project role
  - Allocate an issue security scheme
  - Grant user access

### Module 3: Project configuration

#### Module Sections

- Sidebar
- Versions
- Components
  - Components vs. custom fields

#### Lab Exercises

- Create a version
- Create components
- Configure the sidebar

### Module 4: Schemes

#### Module Sections

- Issue types
  - When to separate them
- Notifications
  - Autowatch
  - Subscriptions
- Priorities and resolutions

#### Lab Exercises

- Identify schemes in use on your project
- Set up a subscription

### Module 5: Project data

#### Module Sections

- Fields
- Screens
- Issue collectors

#### Lab Exercises

- Modify fields
- Determine how many screens are used in your project
- Set up an issue collector

### Module 6: Workflows

#### Module Sections

- The visual workflow designer
- The status attribute
- Transitions
- Project administration limitations
- Simplified workflows

#### Lab Exercises

- Which of the following transitions can be used...
  - Based on permissions, conditions, validators
- Modify a workflow
- Add a status

### Module 7: Agile boards

#### Module Sections

- Board configuration overview
- Columns
- Swimlanes
- Quick filters
- Layouts

#### Lab Exercises

- Update columns based on workflow changes
- Set up swimlanes
- Add quick filters

### Module 8: Reporting, dashboards and JQL

#### Module Sections

- JQL
  - Queries
  - Operators
  - Functions
    - Valid operators
- Filters
  - Sharing and ownership
- Exports
- Dashboards
- Gadgets
  - Configurations

#### Lab Exercises

- Recreate a dashboard