# Jira for Admin Essentials (TTDV7540) Training

Duration: **2 Day**

BILGINÇ IT Academy
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## Overview

**Learn how to administer Jira.**

Tracking issues is a critical component of your project management strategy. Jira provides a web based repository for creating, tracking, and reporting on feature requests, bugs reported, or managing your workflow. This hands-on course enables you to administer a Jira instance and “learn by doing”. The course focus is on exploring best practices and practical skills through hands-on activities.

You’ll also receive a copy of Jira Essentials - Fourth Edition by Patrick Li.

**Who Should Attend?**

Administrators who are new to Jira.

## Prerequisites

You should have experience with the basic platform administration principles.

## What You Will Learn

Join an engaging hands-on learning environment, where you’ll explore:

- Getting started with Jira Administration
- Groups vs Roles
- Project Resolution
- Schemes
- Jira as a Platform
- Workflows
- Custom Fields
- User Lifecycle
- Remote JIRA Access
- Migrating Data into Jira

This course has a 50% hands-on labs to 50% lecture ratio with engaging instruction, demos, group discussions, labs, and project work.

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## Outline

**Getting started with Jira Administration**

- JIRA conceptual review
- Core concepts
- Terminology
- Infrastructure
- Jira roles

**Groups vs Roles**

- Overview
- Project roles
- Creating a role
- Project scaling
- Jira User management

**Project Resolution**

- Project status
- Resolved status
- Resolution date

**Schemes**

- Overview
- Project scope schemes
- Adding users to schemes
- Issue type schemes
- Notification schemes
- Permission schemes
- Issue security schemes
- working with schemes

**Jira as a Platform**

- Overview
- What can be configured
- Basic Jira project setup
- Advanced project setup
- Workflows
- Overview
- Designing a workflow
- Defining a workflow
- Implementing a workflow
- Deploying workflows
- Workflow events
- Transitions and sub-tasks
- Custom Fields
- Overview
- Field types
- Field context

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- Limiting contexts
- Adding contexts
- Screens and field configuration
- Best practices for custom fields

**User Lifecycle**

- Overview
- Adding users
- Adding third-party users
- Modifying users
- Deactivating users

**Remote Jira Access**

- Overview
- Emails
- SQL
- REST
- Webhooks
- XML and RSS
- Command Line Interface
- Integrating Jira with other applications

**Migrating Data into Jira**

- Overview
- Migration steps
- The CSV importer
- Jira cloud migration

**Summary and Best Practices**

- Looking back at the “Big Picture