JIRA BOARDS

CONFIGURA
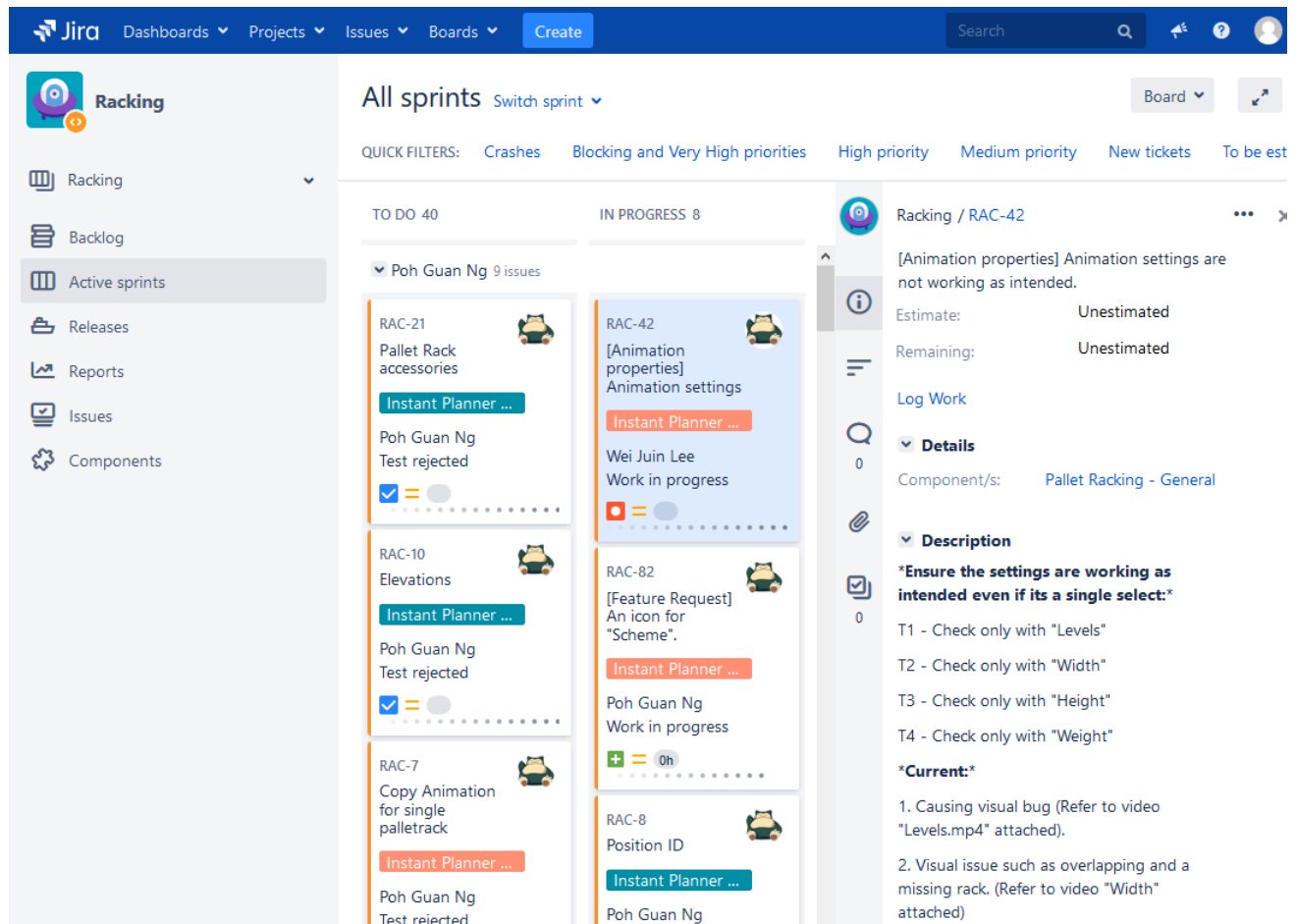
Setting up and Configuring Boards in Jira

All Jira projects are initially set up by Configura. Multiple scrum teams can work on the same project.

A project can consist of one or several **Boards**, that are of either Kanban or Scrum type as described below. A board can access one or multiple projects.

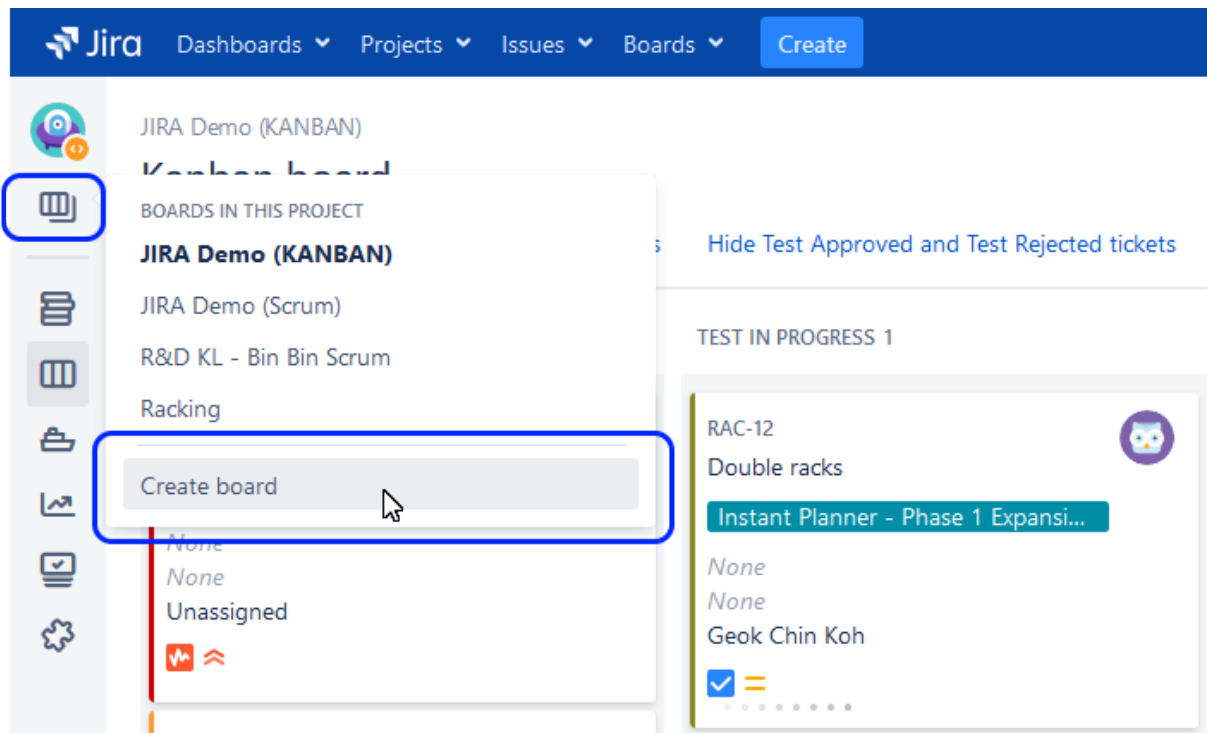Here is an example of how a Scrum board could look:

Scrum vs Kanban

| Scrum	Kanban
• Create sprint backlogs	• Work directly from master backlog
• Add tasks to sprints	• Pull next highest priority from the master backlog
• More iterative	• Less iterative

Creating a New Board

1. Place the mouse over this symbol in the sidebar and select **Create board**:

2. Choose between creating either a **Scrum** board or a **Kanban** board and then decide how to create the board by selecting one of these options:

   - Board from existing project

     OR

   - Board from existing Saved Filter

3. Enter a **Board name** and select one or more **Projects** to be included in the board.
4. Click the **Create board** button.

Configuring a Board

1. To configure a board, go to the **Board** drop-down and select **Configure**:
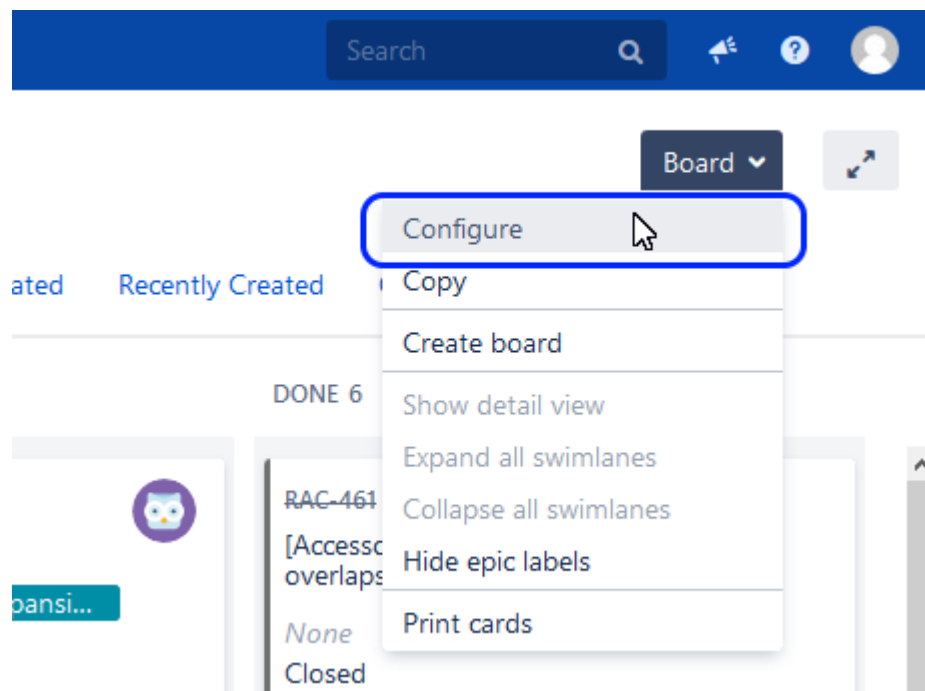
2. General board and filter information is displayed:
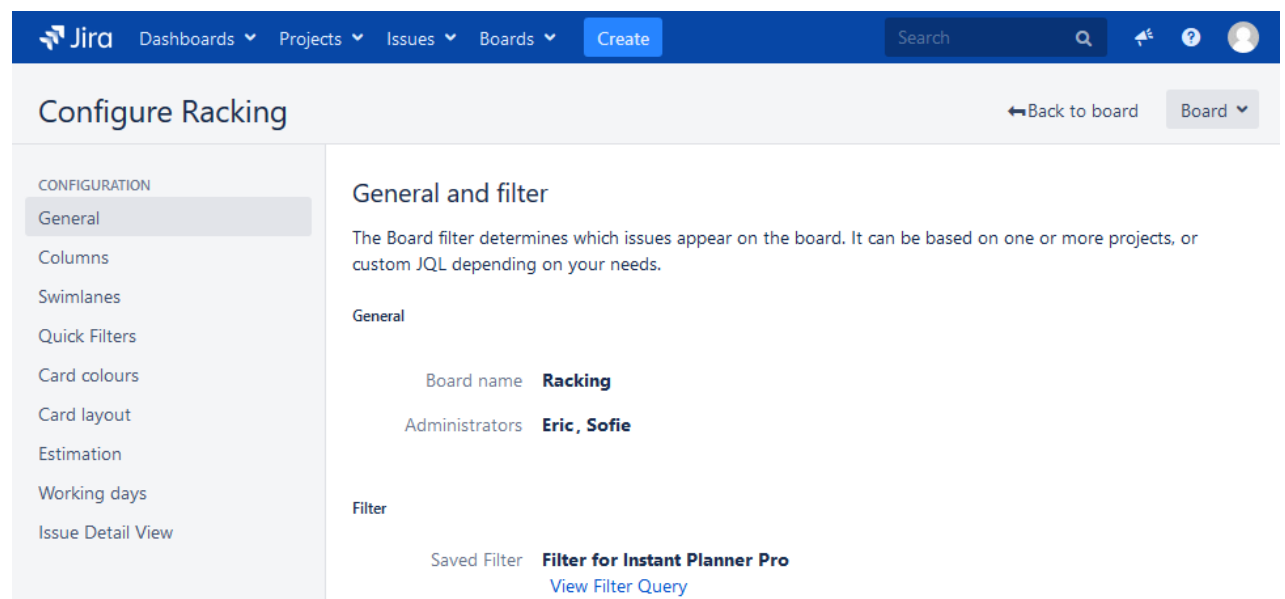
The options on the sidebar are for configuring the board, and what they are and how they work is described on the following pages.

General and Filter

The **General** section displays **Board name** and **Administrators**. If you have editing rights, you can edit both the board name and the administrators.

The filter section shows the **Board filter**, which determines which issues appear on the board and can be based on one or more projects, or custom JQL, depending on your needs.

Clicking the **View Filter Query / Edit Filter Query** link opens a Filter view with detailed filter information. Clicking the star symbol saves the filter as a favorite in the sidebar for easy access.

There are also tools for Emailing, Sharing and Exporting the filter:

Columns

Decide which columns to show in the board. Columns can be:

- **Added:** use the **Add column** button to add a column.

- **Removed:** click the trash bin icon to remove a column

- **Reordered:** click anywhere above the horizontal line and drag to move the column left or right.

- **Renamed:** click the column name to change it.

Columns are based upon global statuses which can be moved between columns. Minimum and maximum constraints can be set for each mapped column.

Please note that unmapped statuses will not show in the **Backlog** or the **Board/Active Sprint** views.

Example

Swimlanes

Control which swimlanes to show in the **Board/Active Sprint** view. A swimlane is a horizontal row on the board that can be used to group issues. Swimlanes can be based on **Queries**, **Stories**, **Assignees**, **Epics**, **Projects** or **No Swimlanes**. There could, for example, be a swimlane for crashes that need to be fixed before continuing with other issues. For boards with multiple projects, swimlanes could be used to filter on project or persons.

Example

Quick Filters

To further filter the issues in the board, set up quick filters that can be applied in the **Board/Active Sprint** and **Backlog** views. Quick filters are based on JQL queries and can be:

- **Added:** enter a Name, JQL query, Description and then click Add. When you start typing in the JQL field, you will automatically get suggestions to choose from, and a Syntax Help is enabled by default.

- **Removed:** click the Delete button to remove a quick filter.

- **Reordered:** click the handle to the left of the quick filter name and drag it up or down in the list.

- **Edited:** click the Name, JQL or Description field to edit it.

Example

Below are a few examples on JQL syntax that can be used to set up quick filters:

- Priority **=** "High"

  Find all issues with "High" priority.

- Priority **!=** "Very low"

  Find all issues except those that have the "Very low" priority.

- Status **in** ("New", "Verified", "To Do")

  Find all issues which have the status "New", "Verified", or "To Do".

- Status **not in** (New, Verified)

  Find all issues except those that have the status "New" or "Verified".

- fixVersion **is EMPTY**

  Find all issues without any Fix Version

- Developer **is not EMPTY**

  Find all issues with developer assigned.

- created **>=** -14d

  Find all issues created for the past 14 days including today.

- created **<** 1w

  Find all issues created **before** 1 week ago.

- Type **=** Task **AND** Developer **is EMTPY**

  Find all issues with issue type task and developer is unassigned.

- status **=** New **OR** Developer **is EMTPY**

  Find all issues with issue status new or issues with developer unassigned.

Card colours

Choose a method for assigning colours to the cards in the **Board/Active Sprint** and **Backlog** views. If no method is selected, the cards will not have a coloured edge. Any changes to the colour configuration for a method are saved immediately, so you can switch back to it later if you wish.

Example:

Card layout

In addition to the fields that are always shown on the cards – **Key**, **Summary** and **Epic** – it is possible to add up to three extra information fields. The setup could look different for the **Board/Active sprint** view and for the **Backlog** view.

Example:

Estimation

Issues can be estimated when in the **Backlog** view to get an idea of how much work is being committed to in a sprint. Choose to estimate on;

- **Story Points:** estimate issues in the Backlog by entering values for Story Points. Your velocity from sprint to sprint will be measured against these estimates.

- **Original Time Estimate:** estimate issues in the Backlog using durations (e.g. hours, ideal days). Your velocity from sprint to sprint will be measured against these estimates.

- **Issue Count**: your velocity from sprint to sprint will be measured by the number of issues completed in each sprint. However, you will not be required to enter any estimates against issues in the Backlog.

Example:

Working days

These settings allow you specify **Time Zone**, **Standard Working Days** and **Non-Working Days**.

Issue Detail View

Clicking an issue in the **Backlog** view or the **Board/Active sprint** view brings up a detailed view to the right on the board. The contents of this Issue Detail view are configured here, and the available fields are categorized as **General Fields**, **Date fields**, **People** and **Links**. Fields can be:

- **Added:** select the desired field and click the **Add** button.

- **Deleted:** click the **Delete** button on the field you want to delete from the Issue Detail view.

- **Reordered:** click the handle to the left of the field name and drag up or down in the list.