Jira Administrator

Course code: ATL_JIRA2

Are you an advanced Jira user and would you like to learn how to administer this system? Alternatively, do you often contact your administrators and want to know what you can ask of them? Then this course is for you. In the course, you will learn to use automatic rules, create user fields of various types, establish and configure projects at the request of users, but we will also talk about managing configuration elements so that you can organize and maintain order in your Jira.

Who is the course for

This course is intended for users with more advanced knowledge of the Jira system (routine user work with issues, JQL filtering), or the basics of administration.

Required skills

The participant has long experience of working with Jira as a user or administrator.

Course outline

1. General introduction to Jira for administrators
2. Automation
   - project vs. global configuration
   - use of smart values
3. User fields
   - Types of fields - when to use which fields and why
   - Field contexts
4. Configuration (diagrams)
   - Types of issues - what is it, how many, where to use it and why
   - Screens - for issue and workflow
   - Configuration of fields - how to mandatory fields
   - Workflow - workflow creation, conditions, validators, post-functions
   - Permissions - permission scheme, roles and other permission elements
   - Notifications - how to effectively set why more is less
5. Establishment of the project
   - Project Types (Company Managed vs. Team Managed)
   - Shared configuration
6. Global configuration
7. Cleaning in Jira
   - naming rules for configuration elements
   - what, when and how to delete or archive
   - how to please users but not drive them crazy