



B A N G L A D E S H

Comprehensive Training on Jira and Confluence Software

Online Training on Jira and Confluence Course Outline (20 Hours/10 Days)

Jira is known as the #1 software development tool used by agile teams. Worldwide, thousands of teams choose JIRA to capture and organize issues, assign work, and follow team activity. At your desk or on the go with the new mobile interface, JIRA helps your team get the job done.

Jira embraces the real agile philosophy by giving you a simple platform that is also highly customizable so that you can implement the process and elements that work best for your case/project and with a rich out-of-the-box feature set that represents elements of multiple agile project management techniques.

Training Objectives

After completion of this course, the participants will be able to understand the Agile projects, understand JIRA Scrum and Kanban boards, configure and customize board components, swimlanes, columns & layouts, create and understand the JIRA issue workflow, understand the Epics, Stories, Sub-Tasks and Bugs, leverage burndown, control and cumulative flow charts for reporting, etc. They will also be familiar with Jira features, automation, lean and agile principles, cloud company-managed, and cloud team-managed projects in JIRA with Confluence software.

They will learn:

- Basic knowledge of how to manage a project with Jira
- Components of a Jira project
- Permissions and assigned roles
- Relate Jira to an agile mindset
- Backlog
- How boards and projects relate to each other
- Jira issues
- Familiar with the Kanban and Scrum method
- Identify the elements of automation
- Execute Sprints
- Jira Release Management

- Understand Jira Various Reports
- How reports and dashboards can provide useful information about projects in Jira
- Quick Search and Basic Search and JQL
- How to work with confluence cloud
- Create pages, blogs, and how to collaborate with team members within confluence, etc.

Who should attend this Course:

- Scrum Masters
- Agile Project Leads
- Agile project's team members
- Product Owners
- Project Administrators
- Project Managers
- Project coordinators, and
- Other related personnel, etc.

Training Sessions



Our training sessions are meticulously planned by our trainers and are designed in a manner geared toward the maximization of efficiency. Your time is valuable, and so is ours, so our goal is to best prepare you while taking up the least amount of your time possible.

Your training will be conducted by an expert trainer over many sessions that will last from 10 to 11 on the day (Appx. 20 Hours). Training sessions will be comprised of both hands-on activities and lectures that will touch upon the following manners:

Day – 1 & 2

- **Managing Jira Projects (4 hours, Theory- 2 hours, and Lab-2 hours)**
 - Basic concept

- Lean and Agile Principles
- Scrum overview
- Managing Projects
- Managing Roles and Permissions
- Lab: Cloud company-managed

Day – 3 & 4

- **Enriching Projects, Boards, and Issues (4 hours, Theory- 2 hours, and Lab-2 hours)**
 - Basic concept
 - Agile and Jira overview
 - Cloud company-managed
 - Cloud team-managed
 - Using Project Boards, cloud companies, and cloud team-managed
 - Enrich Issues
 - Kanban Method
 - Using the Kanban Method cloud company and cloud team managed

Day – 5 & 6

- **Helpful Concepts and Features (4 hours, Theory 2 hours, and Lab 2 hours)**
 - Automation
 - Lab: Cloud company-managed
 - JIRA Concepts and Features
 - Creating and configuring Next-Gen projects

Day – 7 & 8

- **Reporting and Searching (4 hours, Theory 2 hours, and Lab 2 hours)**
 - Basic Concept
 - Familiar with Reports and Dashboards
 - Lab: Cloud company-managed
 - Quick Search and Basic Search
 - Lab: Cloud
 - Jira Query Language (JQL)

Day – 9 & 10

- **Learning Confluence (4 hours, Theory 2 hours, and Lab 2 hours)**
 - Basic Concept

- Get started with Confluence
- Log in and get set up
- Create and navigate a space
- Customize your home page
- Create Pages and Blogs
- Create a page for meeting notes
- Create a decision page
- Create a blank page
- Recorder and delete pages
- Create a blog post
- Add content
- Add Navigation
- Communicate and collaborate
- Quiz and Recap