



PhoenixTS

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PHOENIX TS

# Jira and Confluence Essentials Training

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

Our 5- day, instructor-led Jira and Confluence Essentials course is intended for IT project managers and developers who want to use these tools to plan and track projects. It will teach you:

- Jira architecture
- The Jira Project Administrator Interface
- Using Jira for Agile Projects
- Jira Issue Management
- Jira Field Management
- Jira Screen Management
- Workflow and Business Process
- Jira email and notifications
- Securing Jira
- Searching, reporting and analysis in Jira
- Creating and managing content
- Collaborating in Confluence
- Securing your content in Confluence
- Customizing Confluence

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.



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## Course Outline

### Module 1: Overview

- Jira architecture
- Understanding project types (good to review with attendees)
- Jira permissions
- Project user interfaces
- Project browser
- The Project Administration interface
- Importing data into Jira

### Module 2: Using Jira for Agile projects

- Scrum and Kanban
- Running a project with Scrum
- Running a project with Kanban
- Configuring Agile boards
- Creating new agile board for project
- Including multiple projects on a board

### Module 3: Issue Management

- Understanding issues
- Jira issue
- Working with issues
- Issue linking
- Issue cloning
- Time tracking
- Issues and comments
- Attachments
- Issue types and subtasks
- Subtasks
- Issue type schemes
- Issue Priorities
- The HR project



## Module 4: Field Management

- Built-in fields
- Custom fields
- Custom field types
- Searchers
- Custom field context
- Managing custom fields
- Field configuration
- Screens
- Field configuration scheme
- The HR project

## Module 5: Screen Management

- Jira and screens
- Working with screens
- Using screen tabs
- Working with screen schemes
- Issue type screen scheme
- Associating an issue type screen scheme with a project
- The HR project

## Module 6: Workflow and business process

- Mapping business processes
- Understanding workflows
- Managing workflows
- Using the workflow designer
- Authoring a workflow
- Updating an existing workflow
- Workflow schemes
- Applying a workflow scheme to projects
- Extending workflow with workflow add-ons
- The HR project

## Module 7: E-Mails and Notifications

- Jira and email



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- Events
- Notifications
- The notification scheme
- Troubleshooting notifications
- Incoming e-mails
- The HR project

## Module 8: Securing Jira

- Groups
- Project roles
- Jira permissions hierarchy
- Project permissions
- Permission schemes
- Issue security
- Issue security scheme
- Troubleshooting permissions
- Workflow security
- The HR project

## Module 9: Searching, Reporting and Analysis

- Search interface and opinions in Jira
- Issue navigator
- Basic search
- Advanced search with JQL
- Quick search
- Working with search results
- Filters
- Reports
- Dashboards
- Gadgets
- The HR project

# CONFLUENCE

## Module 10: Creating Content

- The basic concepts
- Adding global spaces



- Adding pages
- The Confluence editor
- Adding content
- Working with content history
- Importing content
- Exporting content

## Module 11: Managing Content

- Organizing your spaces
- Using Confluence labels
- Tracking content
- Searching Confluence

## Module 12: Collaborating in Confluence

- Collaborating with other people
- Working with notifications
- Working with tasks
- Confluence on your mobile device

## Module 13: Securing your content

- Accessing the content
- Confluence security

## Module 14: Customizing Confluence

- The Confluence dashboard
- Themes
- Look and feel
- Advanced customizing

## Module 15: Advanced confluence

- Templates
- User Macros
- The Page Properties macro



# Phoenix TS

- Shortcut Links

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Starting at **\$2,195**

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# GSA



## Price Match Guarantee

We'll match any competitor's price quote. Call 301-258-8200 Option 4.