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PHOENIX TS

Jira and Confluence Essentials Training

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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

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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



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- 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

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Starting at **\$2,195**

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