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PHOENIX TS

Jira and Confluence Essentials Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

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



DATE	LOCATION	
8/22/22 - 8/26/22 (5 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
10/17/22 - 10/21/22 (5 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
10/24/22 - 10/28/22 (5 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
10/24/22 - 10/28/22 (5 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
12/05/22 - 12/09/22 (5 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
12/12/22 - 12/16/22 (5 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
12/12/22 - 12/16/22 (5 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
1/09/23 - 1/13/23 (5 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
1/23/23 - 1/27/23 (5 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
1/23/23 - 1/27/23 (5 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
4/10/23 - 4/14/23 (5 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
4/17/23 - 4/21/23 (5 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
4/17/23 - 4/21/23 (5 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
6/26/23 - 6/30/23 (5 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
7/10/23 - 7/14/23 (5 days) 8:30AM - 4:30PM	Live Online Open	Contact Us



DATE

LOCATION

7/10/23 - 7/14/23 (5 days)

8:30AM - 4:30PM

Columbia, MD

[Open](#)

[Contact Us](#)

11/13/23 - 11/17/23 (5 days)

8:30AM - 4:30PM

Tysons Corner, VA

[Open](#)

[Contact Us](#)

11/27/23 - 12/01/23 (5 days)

8:30AM - 4:30PM

Live Online

[Open](#)

[Contact Us](#)

11/27/23 - 12/01/23 (5 days)

8:30AM - 4:30PM

Columbia, MD

[Open](#)

[Contact Us](#)

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
- 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



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



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- Look and feel
- Advanced customizing

Module 15: Advanced confluence

- Templates
- User Macros
- The Page Properties macro
- Shortcut Links

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Starting at **\$2,195**

ATTENTION

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[240.667.7757](tel:240.667.7757)

GSA



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.