

# JUMPSTART TO JIRA FOR ADMINISTRATORS (TTDV7540)

Course Code: 100687

Learn how to administer Jira.

Tracking issues is a critical component of your project management strategy. Jira provides a web based repository for creating, tracking, and reporting on feature requests, bugs reported, or managing your workflow. This hands-on course enables you to administer a Jira instance and “learn by doing”. The course focus is on exploring best practices and practical skills through hands-on activities.

You'll also receive a copy of Jira Essentials - Fourth Edition by Patrick Li.

## What You'll Learn

Join an engaging hands-on learning environment, where you'll explore:

- Getting started with Jira Administration
- Groups vs Roles
- Project Resolution
- Schemes
- Jira as a Platform
- Workflows
- Custom Fields
- User Lifecycle
- Remote JIRA Access
- Migrating Data into Jira

This course has a 50% hands-on labs to 50% lecture ratio with engaging instruction, demos, group discussions, labs, and project work.

## Who Needs to Attend

Administrators who are new to Jira.

## Prerequisites

You should have experience with the basic platform administration principles.

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VIRTUAL CLASSROOM LIVE

\$1,995 USD

2 Day

## Virtual Classroom Live Outline

### **Getting started with Jira Administration**

- JIRA conceptual review
- Core concepts
- Terminology
- Infrastructure
- Jira roles

### **Groups vs Roles**

- Overview
- Project roles
- Creating a role
- Project scaling
- Jira User management

### **Project Resolution**

- Project status
- Resolved status
- Resolution date

### **Schemes**

- Overview
- Project scope schemes
- Adding users to schemes
- Issue type schemes
- Notification schemes
- Permission schemes
- Issue security schemes
- working with schemes

## **Jira as a Platform**

- Overview
- What can be configured
- Basic Jira project setup
- Advanced project setup
- Workflows
- Overview
- Designing a workflow
- Defining a workflow
- Implementing a workflow
- Deploying workflows
- Workflow events
- Transitions and sub-tasks
- Custom Fields
- Overview
- Field types
- Field context
- Limiting contexts
- Adding contexts
- Screens and field configuration
- Best practices for custom fields

## **User Lifecycle**

- Overview
- Adding users
- Adding third-party users
- Modifying users
- Deactivating users

## **Remote Jira Access**

- Overview
- Emails
- SQL
- REST
- Webhooks
- XML and RSS
- Command Line Interface
- Integrating Jira with other applications

## **Migrating Data into Jira**

- Overview
- Migration steps
- The CSV importer
- Jira cloud migration

## **Summary and Best Practices**

- Looking back at the “Big Picture

Aug 18 - 19, 2025 | 10:00 AM - 6:00 PM EST

Oct 20 - 21, 2025 | 10:00 AM - 6:00 PM EST

Dec 15 - 16, 2025 | 10:00 AM - 6:00 PM EST



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PRIVATE GROUP TRAINING

2 Day

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