

Course : Jira® administration

This training is exclusively for Jira Cloud

Practical course - 2d - 14h00 - Ref. JIA

Price : 1610 CHF E.T.

 4 / 5

Jira® is a management tool specially designed for agile projects. This software allows you to organize the steps involved in processing requests, and to associate different actions with each type of user in the workflow. You'll have the keys to setting up Jira for optimal use.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Organizing a project into components
- ✓ Assign roles and authorizations to different users within projects
- ✓ Configuring the types of requests that structure projects in Jira
- ✓ Structuring project workflows
- ✓ Set up advanced workflows and automation rules

Intended audience

Consultants or project team administrators using Jira Software.

Prerequisites

Good knowledge of Jira® Software or knowledge equivalent to that acquired in the JIE - Jira® User course.

Course schedule

1 Introduction

- Jira: presentation, distributions.
- Project and configuration systems in Jira.
- Features: projects, issues (requests), workflows.
- Project categories.
- Structuring your project into components.

Hands-on work

Tool installation - getting to grips with the interface.

PARTICIPANTS

Consultants or project team administrators using Jira Software.

PREREQUISITES

Good knowledge of Jira® Software or knowledge equivalent to that acquired in the JIE - Jira® User course.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Implementing rights to project data and functions

- Defining roles for a project.
- Assign specific functional authorizations to specific populations.
- Definition of the visibility of requests within the project.
- Notion of instance.
- User group definition and scope.

Hands-on work

Create a project and configure associated roles.

3 Types of requests (issues)

- Definition and use cases.
- Create and modify an issue type.
- Associate a type of request with projects.
- Default request types (bug, improvement, etc.).

Hands-on work

Creation and definition of issue types required for project start-up.

4 Field configuration

- Define data fields. Field types.
- Mandatory field behavior.
- Associate field configurations with request types.

5 Screens

- The screen system: associate screens with operations.
- Associate a screen system with each type of request.
- Operation screens and transition screens.
- Define screens used for requests (issues), associate fields with screens.
- Associate screens and operations.

Hands-on work

Installation and configuration of screens required for operations.

6 Notifications

- Notification trigger events.
- Associate a notification with a user population.
- Define set notifications.

7 Workflow configuration

- Link between workflow, project and request type.
- Application processing cycle (issue).
- Status and transitions.
- Organize the steps involved in processing a request from creation to resolution: reports and report properties.

Hands-on work

Custom workflow settings.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

8 Using plugins

- Introducing JiraMarketPlace.
- Presentation of the development kit.

Hands-on work

Installation et paramétrage de plug-ins usuels.

Dates and locations

REMOTE CLASS

2026 : 19 Mar., 8 June, 21 Sep., 30 Nov.