Using JIRA for Requirements Management

Data Infrastructure IRAP Training

5/9/2017
Introduction to Atlassian JIRA
UCOP JIRA Access
JIRA Basics
UCOP JIRA Roles
IT Reviewer Permissions
Business Reviewer Permissions
Administrative Permissions
Project Categories
Workflow
Q & A
Introduction to Atlassian JIRA
What is Atlassian JIRA?

- Developed by Australian company, Atlassian
- Licensed software
- Cloud-based
- Web-based
- Issue tracker
- Project management
- Requirements management
Why IRAP Chose JIRA?

- Requirement tracking functionality
  - End to end requirement tracking
- Organized Project Management
  - Better visibility to projects
- Issues
  - Managing change requests and known issues
- Customizable workflow
  - Workflows that are project specific
- Improved testing and validation
  - Facilitates rule integrity validation during testing
Benefits of JIRA

- Improved collaboration
- Easy organization of IRAP projects
- Easy requirements tracking and management
- Improved requirements validation
- Ability to prioritize requirements based on business needs
- Enables intelligent project scoping
UCOP JIRA Access
Accessing UCOP JIRA

http://data.ucop.edu/index.html

Click here to access JIRA
Logging into JIRA

JIRA is not SSO enabled!
IRAP JIRA Landing Page

Add gadgets!
Projects

- Collection of issues
- Each issue belongs to a project
- Categories not hierarchies...
- Each project has a unique name
- Each project has a key
- Project grouping using categories
Issues/Requirements

Issues mean requirements in UCOP JIRA
Details differ based on project category
Creating an Issue

Form differs based on project category
Assigning Issues

Always re-assign issues with a note!
All activity regarding a requirement are tracked within the tool

All project comments are stored within the tool and not in emails
Watchers

Anytime a requirement changes, you are in the ‘know’

Add watchers to keep collaborators informed
Voice your preference for a particular requirement(s)

The number of votes may actually help with requirement prioritization.
Available JIRA Roles

- System Administrators – Performs *all* JIRA administrative functions
- JIRA Administrators – Performs *most* JIRA administrative functions
- IT Reviewers – Role designed for our *IT partners*
- Business Reviewers – Role designed for *IRAP business users*
IT Reviewer Permissions
Project & Issue Permissions

- **Project Permissions**
  - **Browse Projects** – Ability to browse projects and the issues within them.
  - **Manage Sprints** – Ability to manage sprints.
  - **View Development Tools** – Allows users in a software project to view development-related information on the issue, such as commits, reviews and build information.
  - **View Read** – Only Workflow – Users with this permission may view a read-only version of a workflow.

- **Issue Permissions**
  - **Assignable User** – Users with this permission may be assigned to issues.
  - **Assign Issues** – Ability to assign issues to other people.

![Permissions Image](image-url)
Voters and Comment Permissions

- **Voters and Watchers Permissions**
  - **Manage Watchers** – Ability to manage the watchers of an issue.
  - **View Voters and Watchers** – Ability to view the voters and watchers of an issue.

- **Comment Permissions**
  - **Add Comments** – Ability to comment on issues.
  - **Delete Own Comments** – Ability to delete own comments made on issues.
  - **Edit Own Comments** – Ability to edit own comments made on issues.
Attachment & Time Tracking Permissions

- **Attachment Permissions**
  - **Create Attachments** – Users with this permission may create attachments.
  - **Delete Own Attachments** – Users with this permission may delete own attachments.

- **Time Tracking Permissions**
  - **Edit Own Worklogs** – Ability to edit own worklogs made on issues.
  - **Work On Issues** – Ability to log work done against an issue. Only useful if Time Tracking is turned on.
Business Reviewer Permissions
Project & Issue Permissions

**Project Permissions**
- **Browse Projects** – Ability to browse projects and the issues within them.
- **View Development Tools** – Allows users in a software project to view development–related information on the issue, such as commits, reviews and build information.
- **View Read–Only Workflow** – Users with this permission may view a read–only version of a workflow.

**Issue Permissions**
- **Assignable User** – Users with this permission may be assigned to issues.
- **Assign Issues** – Ability to assign issues to other people.
- **Create Issues** – Ability to create issues.
- **Edit Issues** – Ability to edit issues.
- **Schedule Issues** – Ability to view or edit an issue's due date.
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Administrative Permissions
Administrative Permissions

- Contact an administrator if you need to perform any of the following functions:
  - **Closing Issues** – Ability to close issues
  - **Deleting Issues** – Ability to delete issues
  - **Linking Issues** – Ability to link issues together and create linked issues
  - **Modifying Reporters** – Ability to modify the reporter when creating or editing an issue
  - **Moving Issues** – Ability to move issues between projects or between workflows of the same project (if applicable). Note the user can only move issues to a project he or she has the create permission for.
  - **Reopening Issues** – Ability to resolve and reopen issues.
  - **Transition Issues** – Ability to transition issues
Project Categories
Current Project Categories

- Change Request Management
- Data Issue Management
- Data Mart Requirements
- Document Management
- Known Issues Management
- Partnerships Data Extract
- Reference Data Management
- UAT Framework Requirements
- BI Audit Program Management
Change Request Management

- Used when IRAP business calls for a change in a product or system
- Changes requested by IRAP that were not included in original requirements
- Represents a deviation from the agreed upon deliverables for a project
- States *what* needs to be carried out and not *how* the change should be implemented
Data Issue Management

- Problems detected with production data
- One data issue project per subject area
- An issue is logged and investigated by business to determine if it is legitimate. If legitimate, a Service Now ticket is also created in addition to a JIRA entry
- Issues are reviewed by both IT and IRAP business for prioritization
Data Mart Requirement

- Field level requirements for the data mart
- Requirements are based on star schema fields or derived based on star schema fields
- Fields requested for any data mart must exist in the enterprise data warehouse
Document Management

- Used for asset management purposes
- Intended for use regarding storage of IRAP assets such as program logic documentation
- Currently, only one project in this category – the IRAP Code Library
Known Issues Management

- A log of issues that are not critical to the use of the data warehouse
- Log is made available to Data Analyst and Researchers
- Defects that cannot be fixed due to:
  - Historical data anomalies
  - Bad campus input data files that can’t be recreated at the source
Partnership Data Extracts

- Used for requirements around data exchanges with external data partners such as IRIS and WestEd
- Each partner extract is created as a separate project
- Project may contain code assets if programs are developed by IRAP business
Reference Data Management

- Category used to manage requirements that make up reference data or conformed dimensions
- Requirements in projects within this category may be referenced across one or more projects
UAT Framework Requirements

- Used for projects that document requirements around data certification
- One UAT framework project per content area
- Category is specifically focused on UCDW stage and base data validation projects
BI Audit Program Management

- Used for projects that document requirements for BI audit
- One BI audit project per content area
- Category is specifically focused on UCDW BI data audit projects
JIRA Workflow
JIRA Workflow

- Set of statuses and transitions that an issue moves through during its lifecycle
- Workflows are predominantly project category specific in UCOP JIRA
- Building and managing the workflows is an administrative task
Our Current JIRA Workflows

- Change Request Workflow Scheme
- Requirements Management Workflow Scheme
- Content management Workflow Scheme
- Known Issues Workflow Scheme
Viewing a Workflow