

GETTING STARTED

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# Product Tour:

# Easy Agile Programs



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SECTION

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GETTING STARTED

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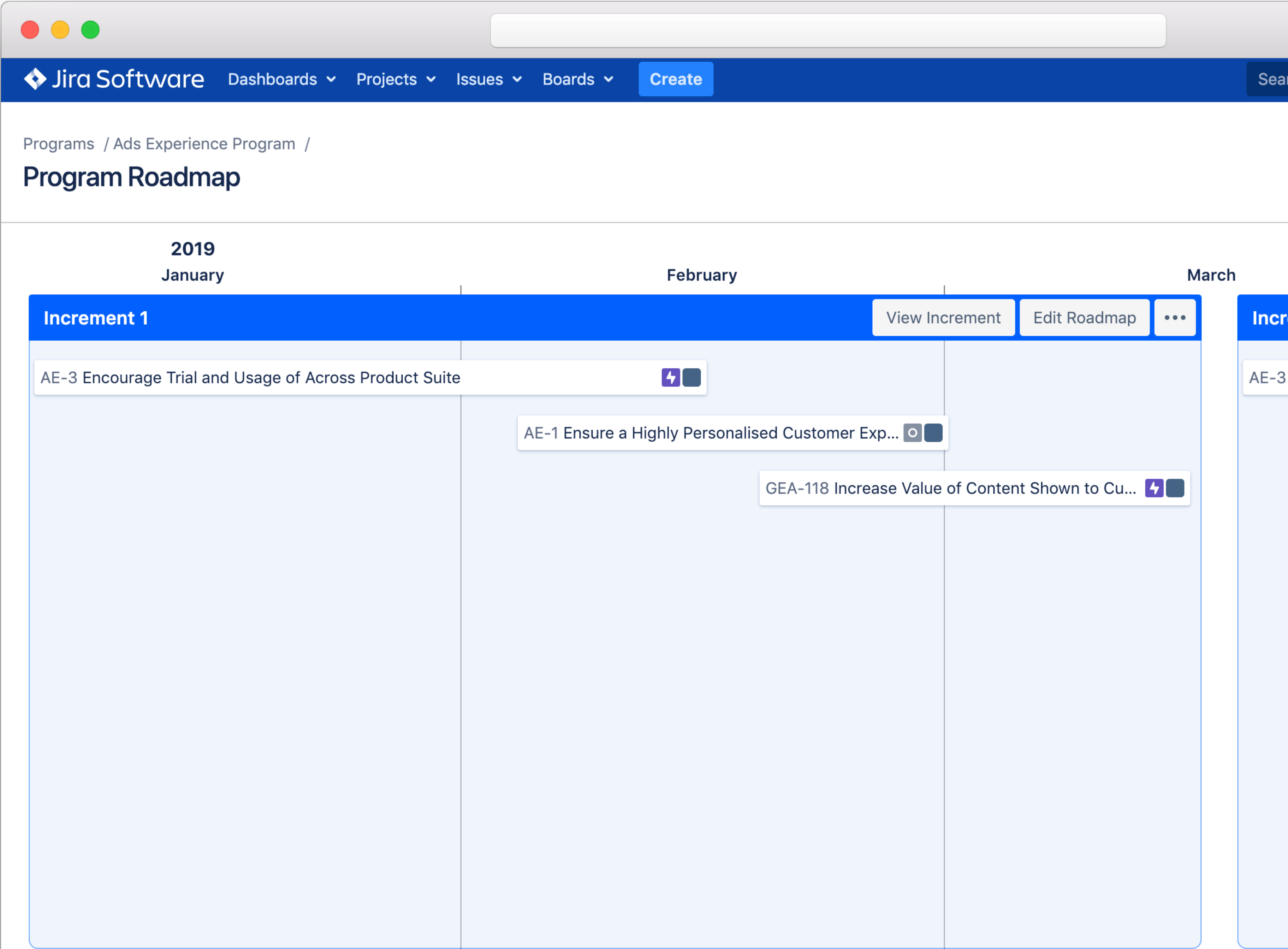
# Anatomy of Easy Agile Programs

# Programs Breakdown

## Program Roadmap

## Increment Overview

## Team Planning Board



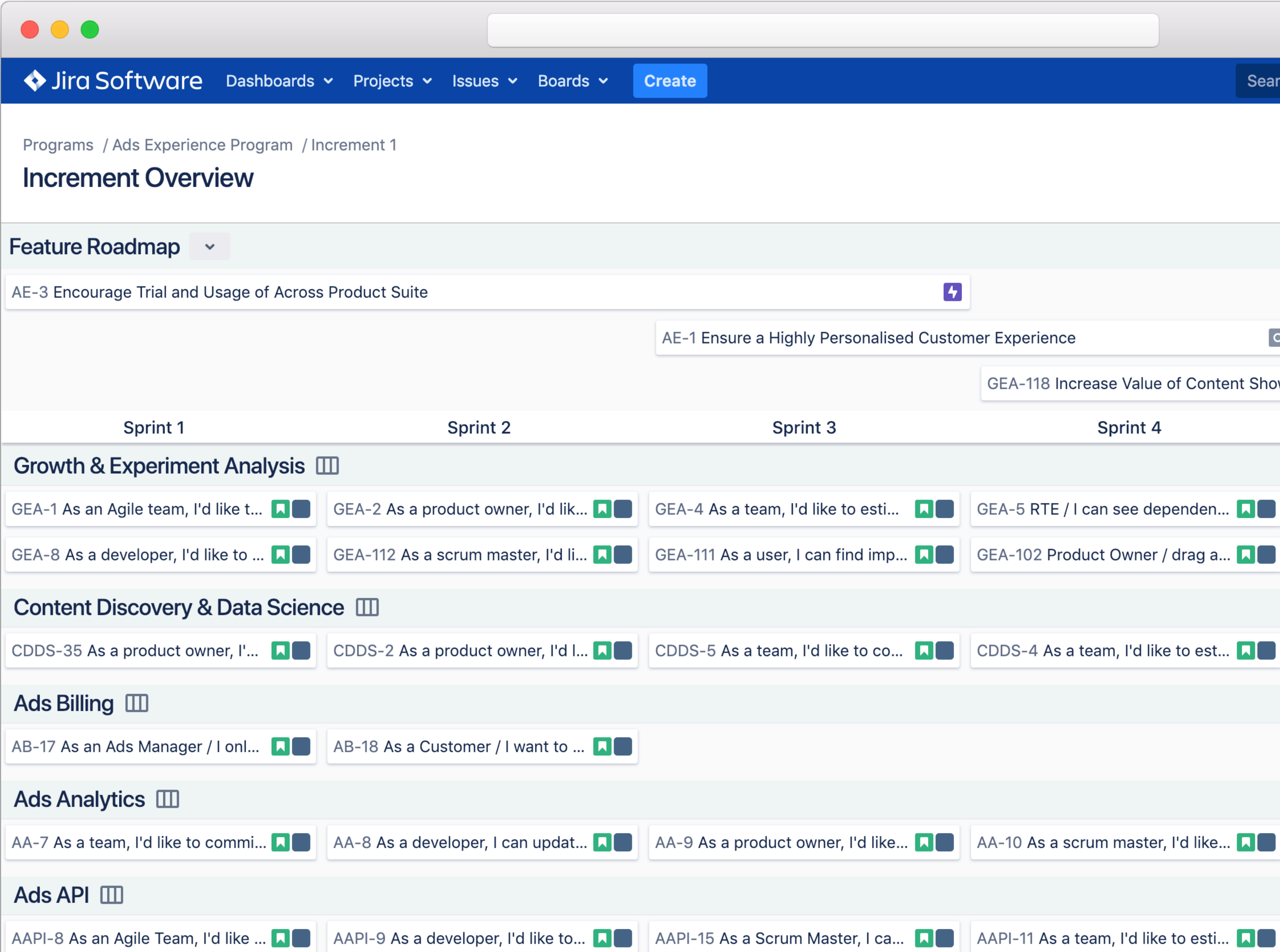


# Programs Breakdown

## Program Roadmap

## Increment Overview

## Team Planning Board

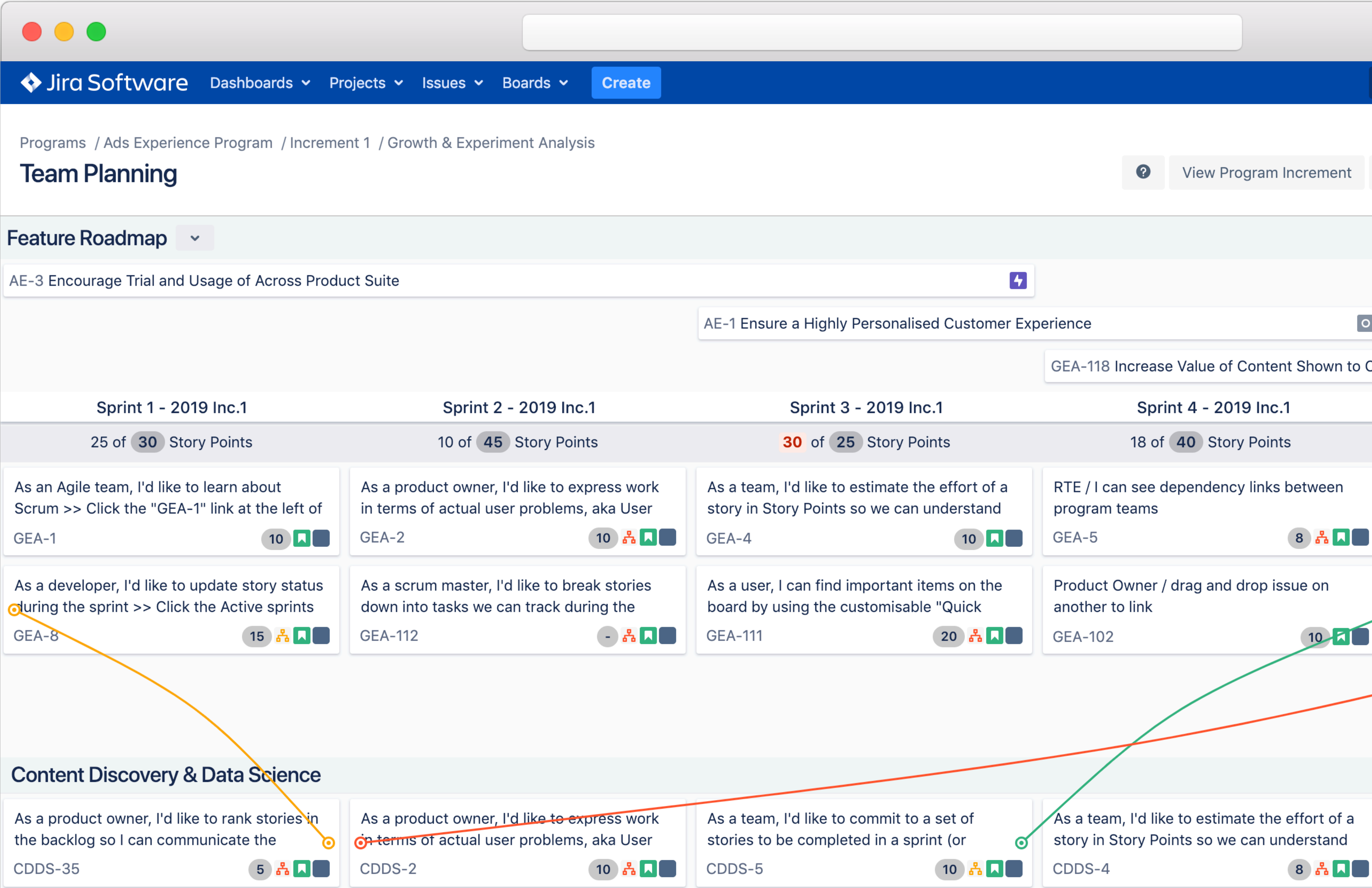


# Programs Breakdown

## Program Roadmap

## Increment Overview

## Team Planning Board



GETTING STARTED

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# Working Your Way Around Easy Agile Programs

# Product Overview

## SECTION

# 2

## working your way around

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filtering the Team Planning Board by Feature/Epic	48
linking the team's work to issues on the Feature Roadmap	50

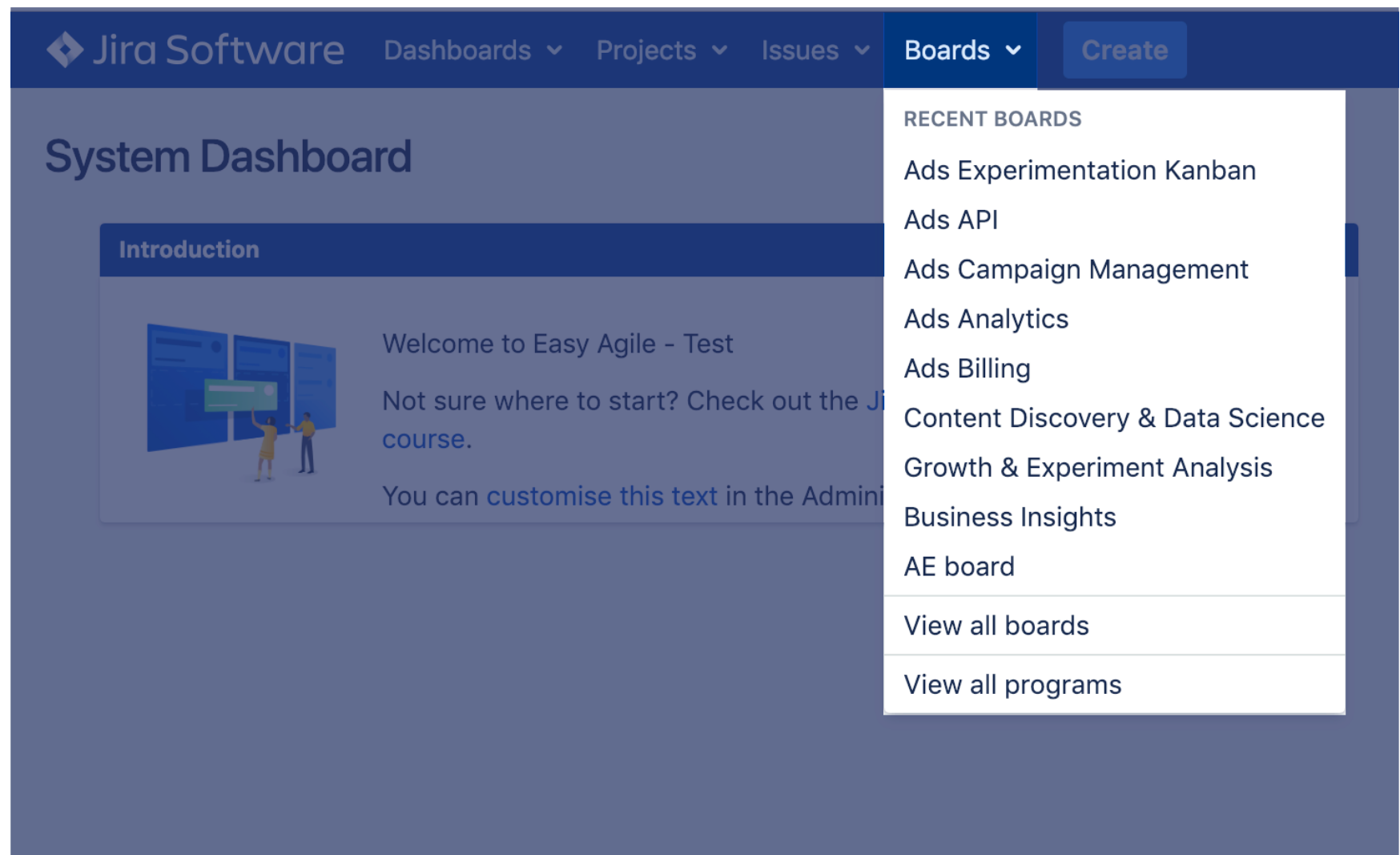
GETTING STARTED

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# Navigating to the Programs List

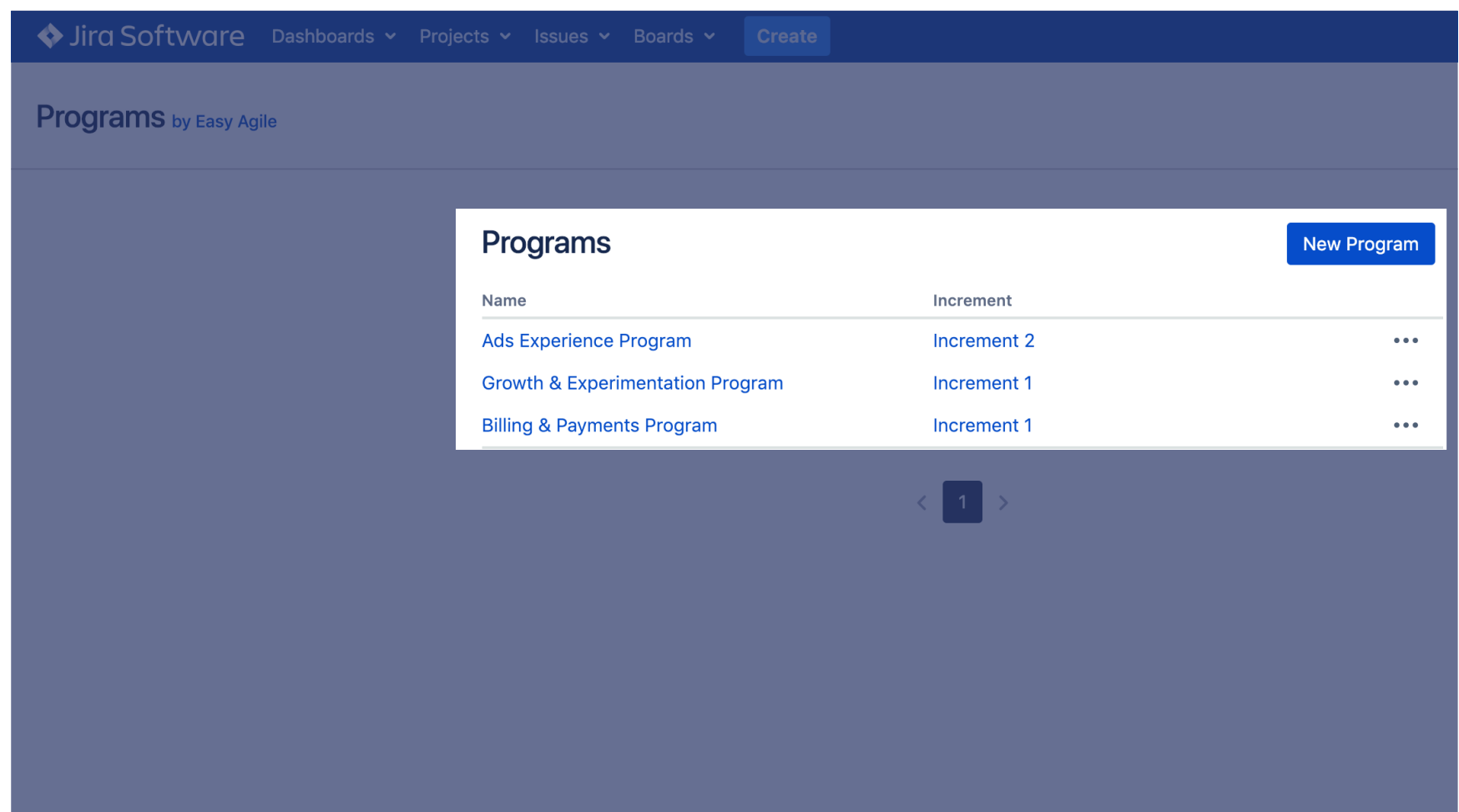


# NAVIGATING TO THE PROGRAMS LIST



## Navigate to the Programs List

Under **Boards** in the Global Navigation, select 'View all programs'



## Programs List

Click on the name of the Program you want to open

GETTING STARTED

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# Creating a New Program

# CREATING A NEW PROGRAM

Create a Program

Program Name \*

Objectives and Roles for this Program

Normal tex ▾

B

I

...

Team Boards

Select Team boards to include in this program

▾

Program Roadmap

☒

I want to schedule epics from Team boards onto my Program Roadmap

☐

I want to schedule epics from a dedicated board onto my Program Roadmap

☐

I want to schedule other issue types from a dedicated board onto my Program Roadmap

Create Program

## Give your Program a Name

## Objectives & Roles

What are the main Program Objectives you want to communicate to your teams? Who are the main points of contact for the Program who can help answer any of the team’s questions?

## Team Boards

From the Team Boards dropdown, select the names of the Teams you would like to include in your Program

## Program Roadmap

Select what issue type/s you would like to schedule on your Program Roadmap and where the issues for your Program Roadmap live



GETTING STARTED

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# Configuring the Program Roadmap

# OPTION 1: SCHEDULE EPICS FROM TEAM BOARDS

Create a Program

Program Name \*

Objectives and Roles for this Program

Normal tex ▾

B

I

...

Team Boards

Select Team boards to include in this program

▾

Program Roadmap

☒ I want to schedule epics from Team boards onto my Program Roadmap

☐ I want to schedule epics from a dedicated board onto my Program Roadmap

☐ I want to schedule other issue types from a dedicated board onto my Program Roadmap

Create Program

## Schedule Epics from Team Boards

Select Option 1 if you *only want to schedule Epics onto your Program Roadmap* and the Epics you want to schedule live in the Team Boards you have included as part of your Program

# OPTION 2: SCHEDULE EPICS FROM A DEDICATED ROADMAP BOARD

Create a Program

Program Name \*

Objectives and Roles for this Program

Normal tex ▾

B

I

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Team Boards

Select Team boards to include in this program

▼

Program Roadmap

☐

I want to schedule epics from Team boards onto my Program Roadmap

☒

I want to schedule epics from a dedicated board onto my Program Roadmap

☐

I want to schedule other issue types from a dedicated board onto my Program Roadmap

Roadmap Board

Select your dedicated Roadmap board

▼

Create Program

Schedule Epics from a Dedicated Roadmap Board

Select Option 2 if you *only want to schedule Epics onto your Program Roadmap* and the Epics you want to schedule live in a dedicated board. From the Roadmap Board dropdown, select the board where the issues you want to schedule live

15

# OPTION 3: SCHEDULE ALL ISSUE TYPES FROM A DEDICATED ROADMAP BOARD

### Create a Program

Program Name \*

Objectives and Roles for this Program

Normal tex ▾

B I ...

🔗 ”

Team Boards

Select Team boards to include in this program ▾

Program Roadmap

☐ I want to schedule epics from Team boards onto my Program Roadmap

☐ I want to schedule epics from a dedicated board onto my Program Roadmap

☒ I want to schedule other issue types from a dedicated board onto my Program Roadmap

Roadmap Board

Select your dedicated Roadmap board ▾

Choose your Jira Issue Link Type ( Team to Roadmap )

How will issues scheduled by the Team, link up to the Roadmap? ▾

Create Program

## Schedule All Issue Types from a Dedicated Roadmap Board

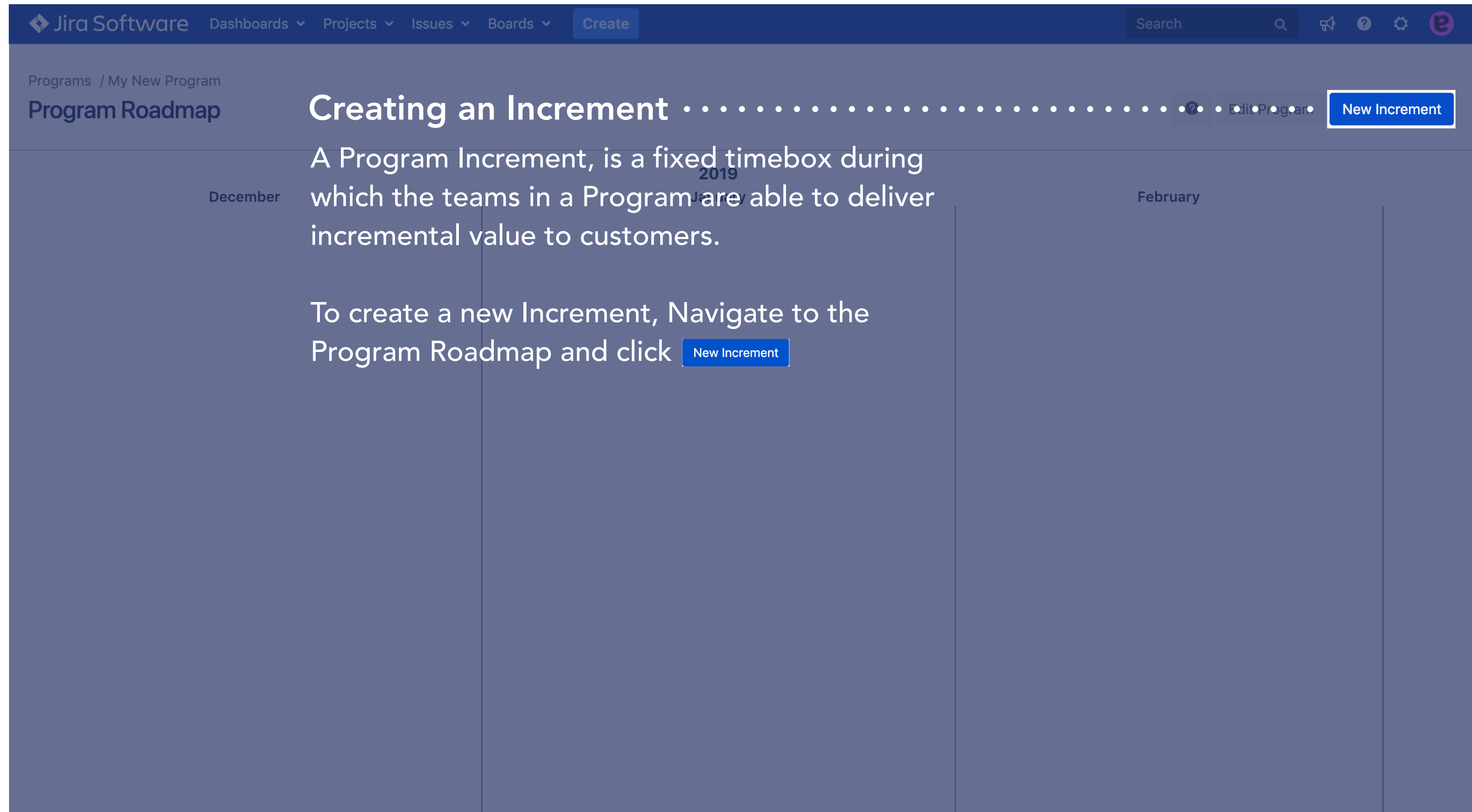
Select Option 3 if you want to schedule *any Issue Type onto your Program Roadmap* and the Issues you want to schedule live in a dedicated board. From the Roadmap Board dropdown, select the board where the issues you want to schedule live. Select the Jira Issue Link Type from the dropdown to determine how the issues scheduled in Sprints by the teams are linked to the issues scheduled onto the Program Roadmap

GETTING STARTED

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# Creating an Increment

# CREATING AN INCREMENT



# CREATING AN INCREMENT

2019  
January

February

M

Create an Increment

Name

2019 Inc.1

Objectives

Normal tex ▾

B I ...

🔗 ”

Start date

2019/01/04 📅

Sprint length

Two weeks ▾

Sprint count

Five sprints ▾

Create Increment

Cancel

## Give your Increment a Name

### Objectives

What are the main objectives of this Program Increment that you want to communicate to your teams? What are the teams intended to achieve in this fixed Increment timebox?

### Start Date

When does this Program Increment start?

### Sprint Length

Are your Sprints 1 or 2 weeks in length?

### Sprint Count

How many Sprints are there in your Increment?

GETTING STARTED

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# Scheduling Issues onto the Program Roadmap



# SCHEDULING ISSUES ONTO THE PROGRAM ROADMAP

Jira Software

Dashboards

▼

Projects

▼

Issues

▼

Boards

▼

Create

Search

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🔊

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⚙️

👤

Programs

by Easy Agile

?

Select a .....  
Program

Navigate to the Programs List and click on the name of the Program you would like to create a roadmap for

Programs

New Program

Name	Increment	
Ads Experience Program	Increment 2	...
Growth & Experimentation Program	Increment 1	...
Billing & Payments Program	Increment 1	...

< 1 >

21

# SCHEDULING ISSUES ONTO THE PROGRAM ROADMAP

Jira Software

Dashboards

▼

Projects

▼

Issues

▼

Boards

▼

Create

Search

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Programs / My New Program

Program Roadmap

?

Edit Program

New Increment

2019

January

February

March

Increment 1

Editing the Roadmap

.....

View Increment

Edit Roadmap

...

To edit an Increment Roadmap, click the

Edit Roadmap

button on the Increment you want to edit

\* You must create an Increment before you are able to create/edit an Increment Roadmap

# SCHEDULING ISSUES ONTO THE PROGRAM ROADMAP

Jira Software

Dashboards

▼

Projects

▼

Issues

▼

Boards

▼

Create

Search

Q

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Programs / My New Program

Increment Roadmap

?

Back to Program Roadmap

Fri 4th Jan

Fri 18th Jan

Fri 1st Feb

Fri 15th Feb

Fri 1st Mar

EF-21 Earnings Call Numbers

⚡

■

EF-23 Integrate CDDS

⚡

■

Features

Create Feature

EF-22 HR Metrics

⚡

■

EF-24 Revenue Framework v1

⚡

■

BI-100 BI Epic

⚡

■

Editing the Roadmap

.....

Drag & drop issues from the Features panel onto the Increment Roadmap. Create new issues for the Increment Roadmap by selecting the 

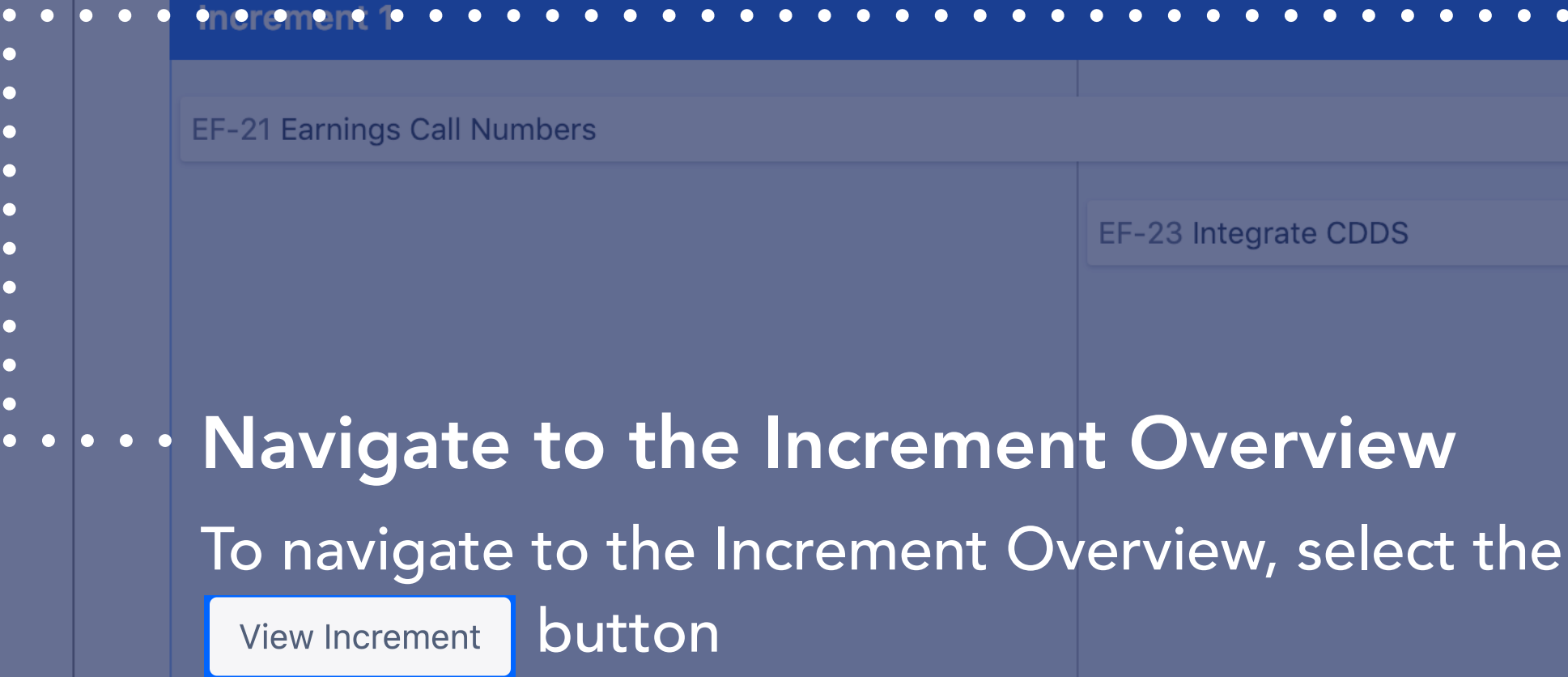
Create Feature

 button


GETTING STARTED

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# Configuring Existing Sprints for the Teams



## ..... Select the Team Board

To configure Sprints, click on the  button next to the name of the Team you want to configure OR click on the Open this team board text beneath the Team name

# CONFIGURING EXISTING SPRINTS FOR TEAMS

Business Insights Sprint Configuration

Sprint 1

My Existing Sprint 1

Sprint 2

My Existing Sprint 2

Sprint 3

Sprint 3 - 2018 Inc.1

Sprint 4

Sprint 4 - 2019 Inc.3

Sprint 5

Sprint 5 - 2019 Inc.3

Save

## Configuring Sprints for the Teams in the Program

After selecting a Team, the Sprints Configuration dialogue will appear. Each Sprint can be configured via their corresponding dropdown. Here is where you can configure your existing Sprints to the Increment Sprints. If a pre-existing Sprint is not selected or there are no pre-existing Sprints, Easy Agile Programs will create them for you

GETTING STARTED

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# How Teams Plan their Work for the Program Increment



## ••• Navigate to Team Planning from the Project Sidebar

Teams within a Program can navigate to the Team Planning Board via the  button in the Project Sidebar

## HOW TEAMS PLAN WORK FOR THE PROGRAM INCREMENT

**Jira Software** Dashboards ▾ Projects ▾ Issues ▾ Boards ▾ Create Search 🔍 ? ⚙️ 👤

Programs / Ads Experience Program / Increment 1 / Growth & Experiment Analysis

**Team Planning**

Feature Roadmap ▾

AE-3 Encourage Trial and Usage of Free Product

Sprint 1 - 2019 Inc.1  
25 of 30 Story Points

Sprint 2 - 2019 Inc.1  
10 of 45 Story Points

Sprint 3 - 2019 Inc.1  
30 of 25 Story Points

Sprint 4 - 2019 Inc.1  
18 of 40 Story Points

Sprint 5 - 2019 Inc.1  
27 of 30 Story Points

As an Agile team, I'd like to learn about Scrum >>  
GEA-1 10 📌 🟢

As a developer, I'd like to update story status  
GEA-8 15 🧑🏻 🟡 📌 🟢

As a product owner, I'd like to express work in  
GEA-2 10 🧑🏻 📌 🟢

As a scrum master, I'd like to break stories down into  
GEA-112 - 🧑🏻 📌 🟢

As a team, I'd like to estimate the effort of a  
GEA-4 10 📌 🟢

As a user, I can find important items on the  
GEA-111 20 🧑🏻 📌 🟢

RTE / I can see dependency links  
GEA-5 8 🧑🏻 📌 🟢

Product Owner / drag and drop issue on another to  
GEA-102 10 📌 🟢

As a product owner I can update the summary  
GEA-25 7 📌 🟢

As a developer, I can update story and task  
GEA-9 20 🧑🏻 📌 🟢

**Issues**

Quick filters ▾

GEA-12 As a scrum master, I can see the progr... 📌 🟢

GEA-14 Instructions for deleting this sample b... 🟡 🟢

GEA-6 As a scrum master, I'd like to break stor... 📌 🟢

GEA-11 As a user, I can find important items o... 📌 🟢

GEA-10 As a developer, I can update details o... 🟡 🟢

GEA-115 Link new issues to issues on the Feat... 📌 🟢

GEA-103 As a team member I can see depend... 📌 🟢

GEA-7 As a product owner, I'd like to include b... 🟡 🟢

GEA-13 As a team, we can finish the sprint by ... 📌 🟢

GEA-15 As a user, I'd like a historical story to s... 📌 🟢

GEA-3 As a product owner, I'd like to rank stor... 📌 🟢

GEA-16 As a user, I'd like a historical story to s... 📌 🟢

GEA-17 As a user, I'd like a historical story to s... 📌 🟢

GEA-18 As a user, I'd like a historical story to s... 📌 🟢

## Schedule New Issues

To create new issues on the Team Planning Board, hover over an empty cell beneath a Sprint and click on 'New Issue' for the issue dialogue to appear

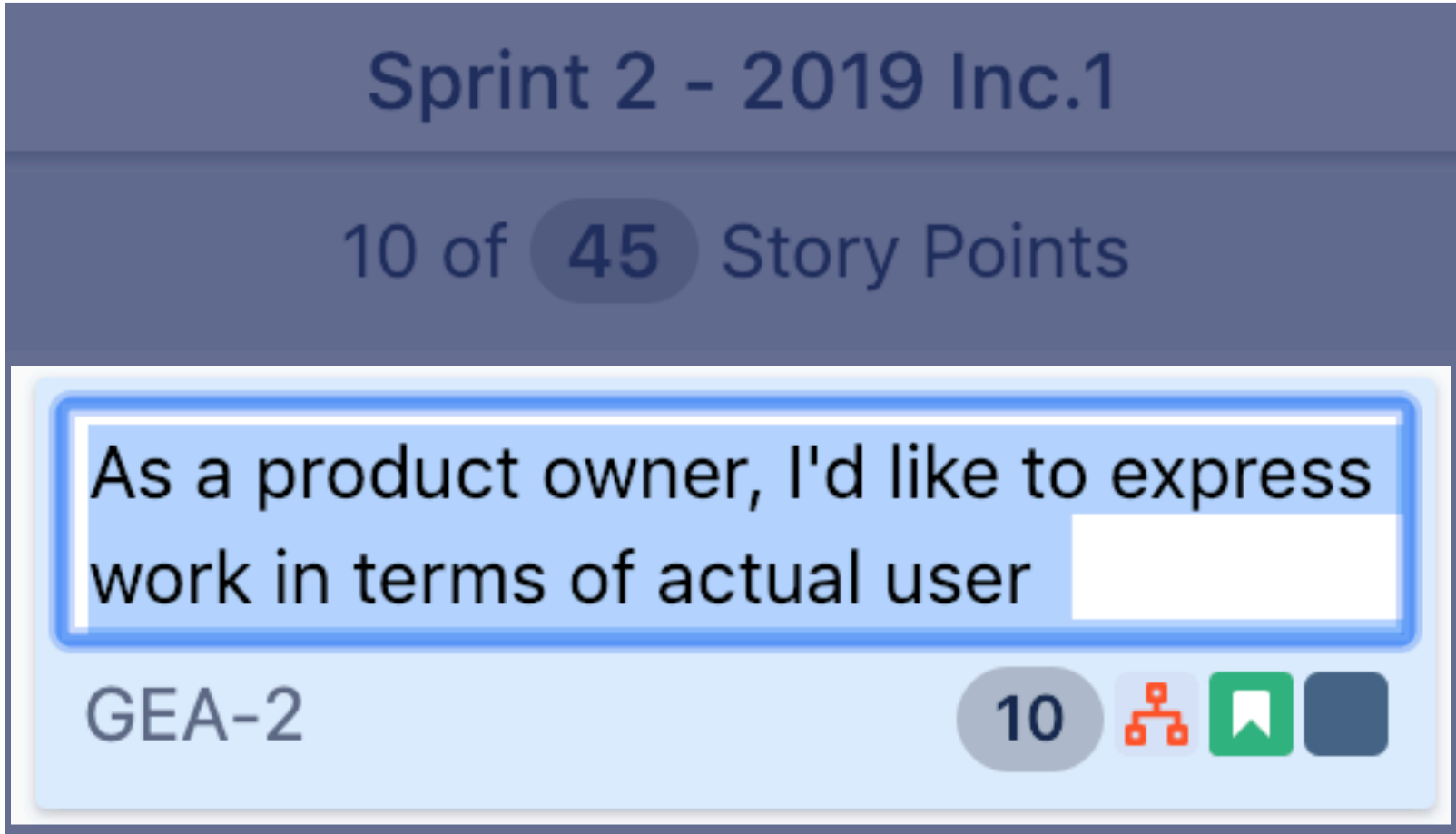
GETTING STARTED

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# Inline Editing Issue Summary/Estimates

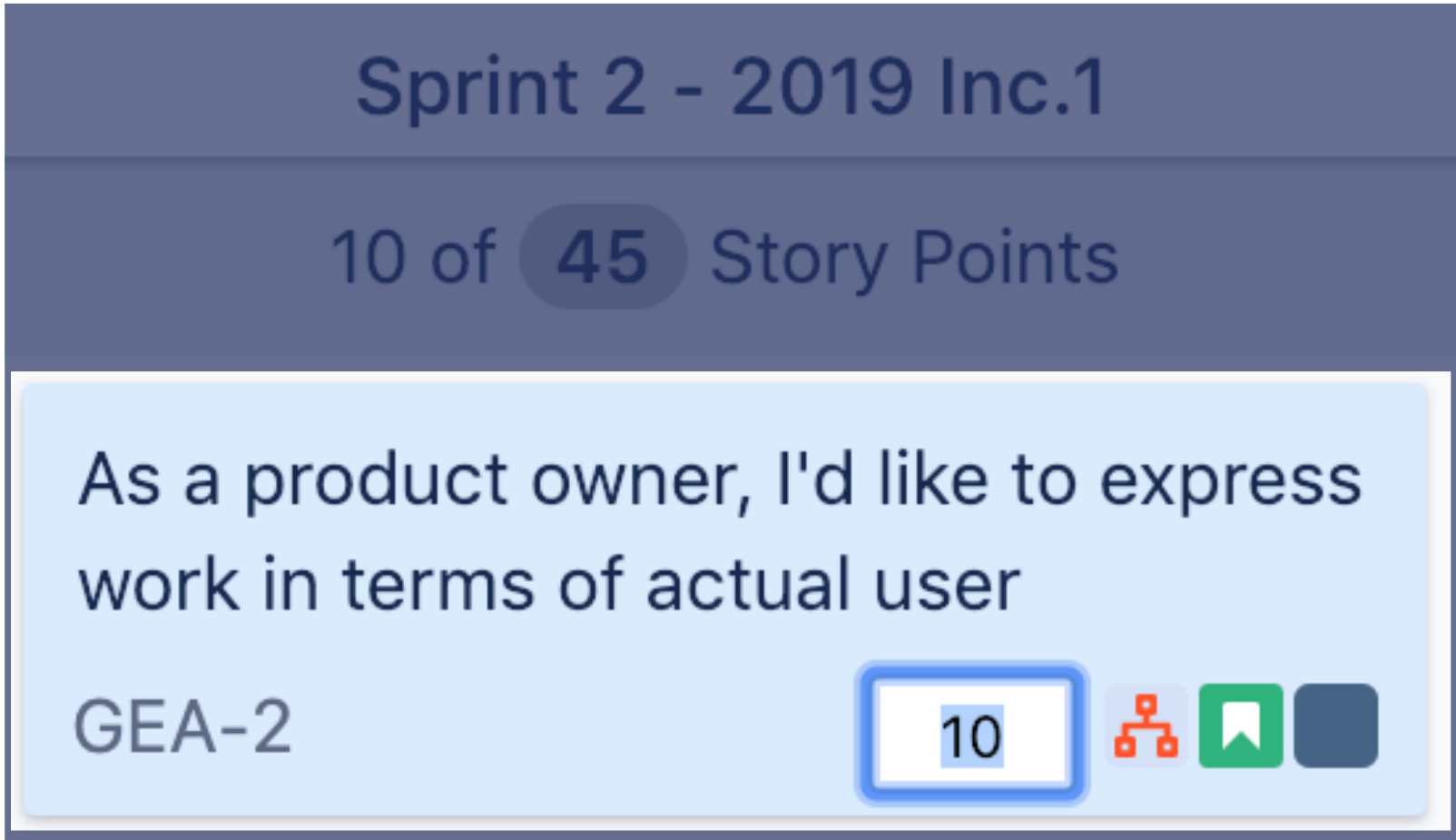


# INLINE EDITING ISSUE SUMMARY/ESTIMATES



## Editing Issue Summary

Issue summaries can be quickly and easily inline edited on the Team Planning Board. Click on the Issue Summary to begin typing



## Inline Edit Issue Estimate

Backlog grooming and capacity planning is made simple through simple and easy inline editing of the Issue Estimates. Click on the Issue Estimate to begin typing

GETTING STARTED

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# Setting Sprint Capacity

# SETTING SPRINT CAPACITY

Sprint 2 - 2019 Inc.1

10 of 45 Story Points

As a product owner, I'd like to express work in terms of actual user

GEA-210

Sprint 3 - 2019 Inc.1

30 of 25 Story Points

As a team, I'd like to estimate the effort of a story in Story Points so we

GEA-410

As a user, I can find important items on the board by using the

GEA-11120

## Inline Edit Sprint Capacity

The capacity for the Sprint sits below the Sprint Name.  
Product Managers/Owners can set this capacity

## Sprints Over Capacity

The sum of the estimates of issues scheduled in a Sprint are shown next to the set capacity for the Sprint. A red sum of estimates means the Sprint is over the set capacity

GETTING STARTED

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# Cross-Team Planning



# CROSS-TEAM PLANNING

Programs / Ads Experience Program / Increment 1 / Growth & Experiment Analysis

Team Planning

Feature Roadmap

AE-3 Encourage Trial and Usage of New Product Suite

AE-4 Ensure a Highly Personalised Customer Experience

AE-5 Increase Value of Content

Sprint 1 - 2019 Inc.1

Sprint 2 - 2019 Inc.1

Sprint 3 - 2019 Inc.1

Sprint 4 - 2019 Inc.1

25 of 30 Story Points

30 of 25 Story Points

18 of 40 Story Points

As an Agile team, I'd like to learn about Scrum >> Click the "GEA-1" link at the

As a product owner, I'd like to express work in terms of actual user problems,

As a team, I'd like to estimate the effort of a story in Story Points so we can

RTE / I can see dependency links between program teams

As a product owner I can update the summary using inline edit

GEA-1

GEA-2

GEA-4

GEA-5

GEA-25

10

10

10

8

7

As a developer, I'd like to update story status during the sprint >> Click the

As a scrum master, I'd like to break stories down into tasks we can track

As a user, I can find important items on the board by using the customisable

Product Owner / drag and drop issue on another to link

As a developer, I can update story and task status with drag and drop (click

GEA-8

GEA-112

GEA-111

GEA-102

GEA-9

15

-

20

10

20

Teams

Dependencies

Backlog

Content Discovery & Data Sci...

Ads Billing

Ads Analytics

Ads API

Ads Campaign Management

Ads Experimentation Kanban

Include Teams from the Program into your Planning Session

Click on the Teams dropdown to display the names of all the other Teams within a Program. Select the box next to the name of the Team you want to add to your Team Planning Board

GETTING STARTED

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# Cross-Team Dependencies

# Exposing Cross-Team Dependencies

The coloured pills next to the name of a Team represent cross-team dependencies. The current Team board has 3 dependencies on the Content Discovery & Data Team - 1 red, 1 yellow and 1 green

# CROSS-TEAM DEPENDENCIES

Jira Software

Dashboards

Projects

Issues

Boards

Create

Search

Programs / Ads Experience Program / Increment 1 / Growth & Experiment Analysis

Team

View Program Increment

Teams

Dependencies

Backlog

Click the 

Dependencies

 button to expose the cross-team dependencies between the selected teams

AE-3 Encourage Trial and Usage of Across Product Suite

AE-1 Ensure a Highly Personalised Customer Experience

GEA-118 Increase Value of Content Shown to Customers

Sprint 1 - 2019 Inc.1	Sprint 2 - 2019 Inc.1	Sprint 3 - 2019 Inc.1	Sprint 4 - 2019 Inc.1	Sprint 5 - 2019 Inc.1
25 of 30 Story Points	10 of 45 Story Points	30 of 25 Story Points	18 of 40 Story Points	27 of 30 Story Points
<div>As an Agile team, I'd like to learn about Scrum &gt;&gt; Click the "GEA-1" link at the</div> <div>GEA-1</div> <div>10</div>	<div>As a product owner, I'd like to express work in terms of actual user problems,</div> <div>GEA-2</div> <div>10</div>	<div>As a team, I'd like to estimate the effort of a story in Story Points so we can</div> <div>GEA-4</div> <div>10</div>	<div>RTE / I can see dependency links between program teams</div> <div>GEA-5</div> <div>8</div>	<div>As a product owner I can update the summary using inline edit</div> <div>GEA-25</div> <div>7</div>
<div>As a developer, I'd like to update story status during the sprint &gt;&gt; Click the</div> <div>GEA-8</div> <div>15</div>	<div>As a scrum master, I'd like to break stories down into tasks we can track</div> <div>GEA-112</div> <div>-</div>	<div>As a user, I can find important items on the board by using the customisable</div> <div>GEA-111</div> <div>20</div>	<div>Product Owner / drag and drop issue on another to link</div> <div>GEA-102</div> <div>10</div>	<div>As a developer, I can update story and task status with drag and drop (click</div> <div>GEA-9</div> <div>20</div>
<div>Content Discovery &amp; Data Science</div>				
<div>As a product owner, I'd like to rank stories in the backlog so I can</div> <div>CDDS-35</div> <div>5</div>	<div>As a product owner, I'd like to express work in terms of actual user problems,</div> <div>CDDS-2</div> <div>10</div>	<div>As a team, I'd like to commit to a set of stories to be completed in a sprint (or</div> <div>CDDS-5</div> <div>10</div>	<div>As a team, I'd like to estimate the effort of a story in Story Points so we can</div> <div>CDDS-4</div> <div>8</div>	<div>As a user, I can find important items on the board by using the customisable</div> <div>CDDS-36</div> <div>15</div>

41






# CROSS-TEAM DEPENDENCIES

As a product owner, I'd like to express work in terms of actual user problems,


CDDS-2

10



2 linked issues

## Option 2: Displaying Dependencies

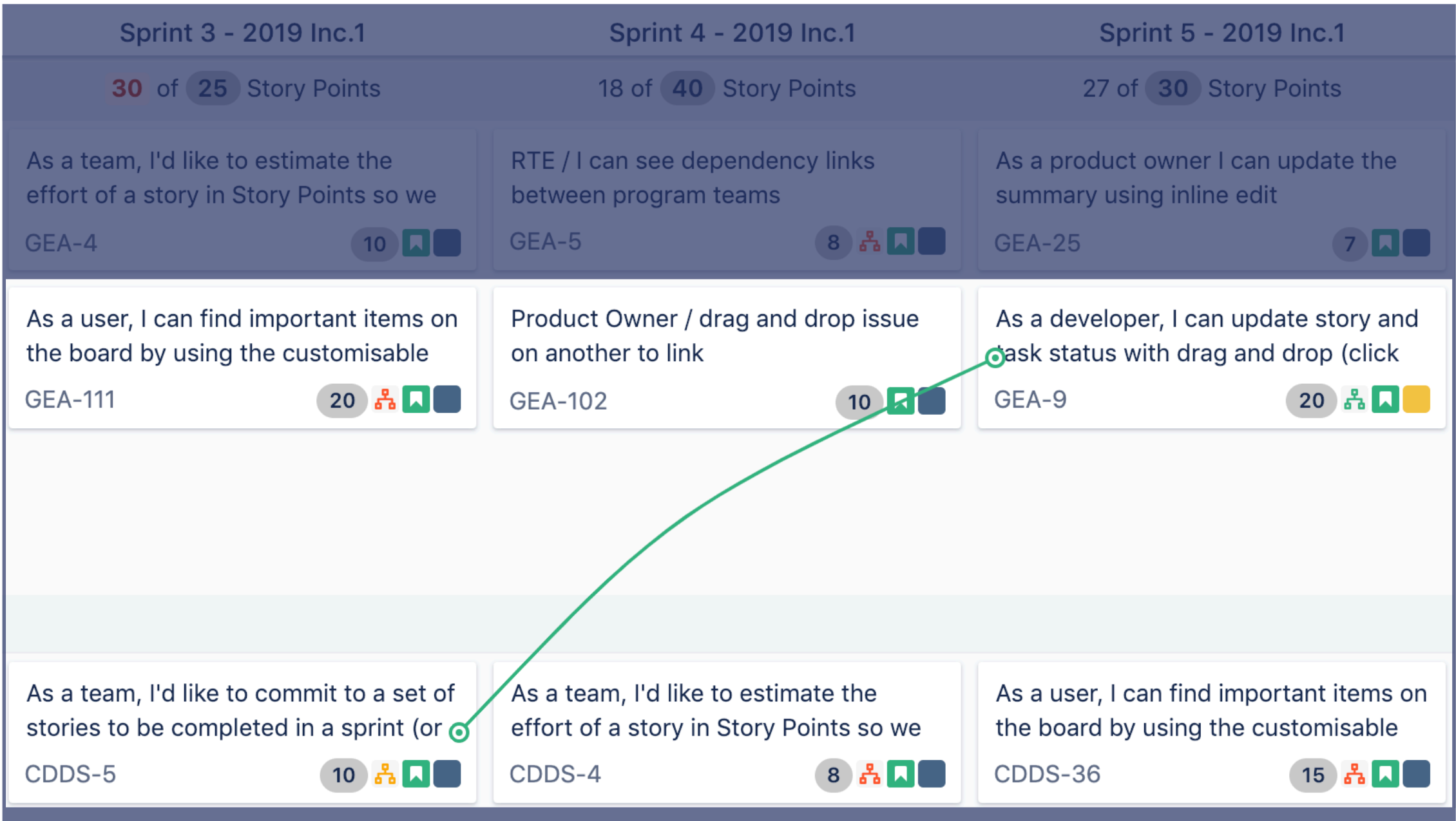
If an issue has a cross-team dependency, a  icon in the colour of the dependency will appear on the issue in the Team Planning Board. Clicking on this icon will import the team/s and issues that issue is dependent on into the Team Planning Board

GETTING STARTED

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# Understanding Dependency Lines/Colours

# UNDERSTANDING DEPENDENCY LINES/COLOURS



## Green Dependency Lines

A green dependency line represents a healthy dependency relationship. In this example, GEA-9 depends on the completion of CDDS-5. This is represented by the inward/outward direction of the dependency line. As CDDS-5 is scheduled in a Sprint before GEA-9, the dependency will be met and the line is green

# UNDERSTANDING DEPENDENCY LINES/COLOURS

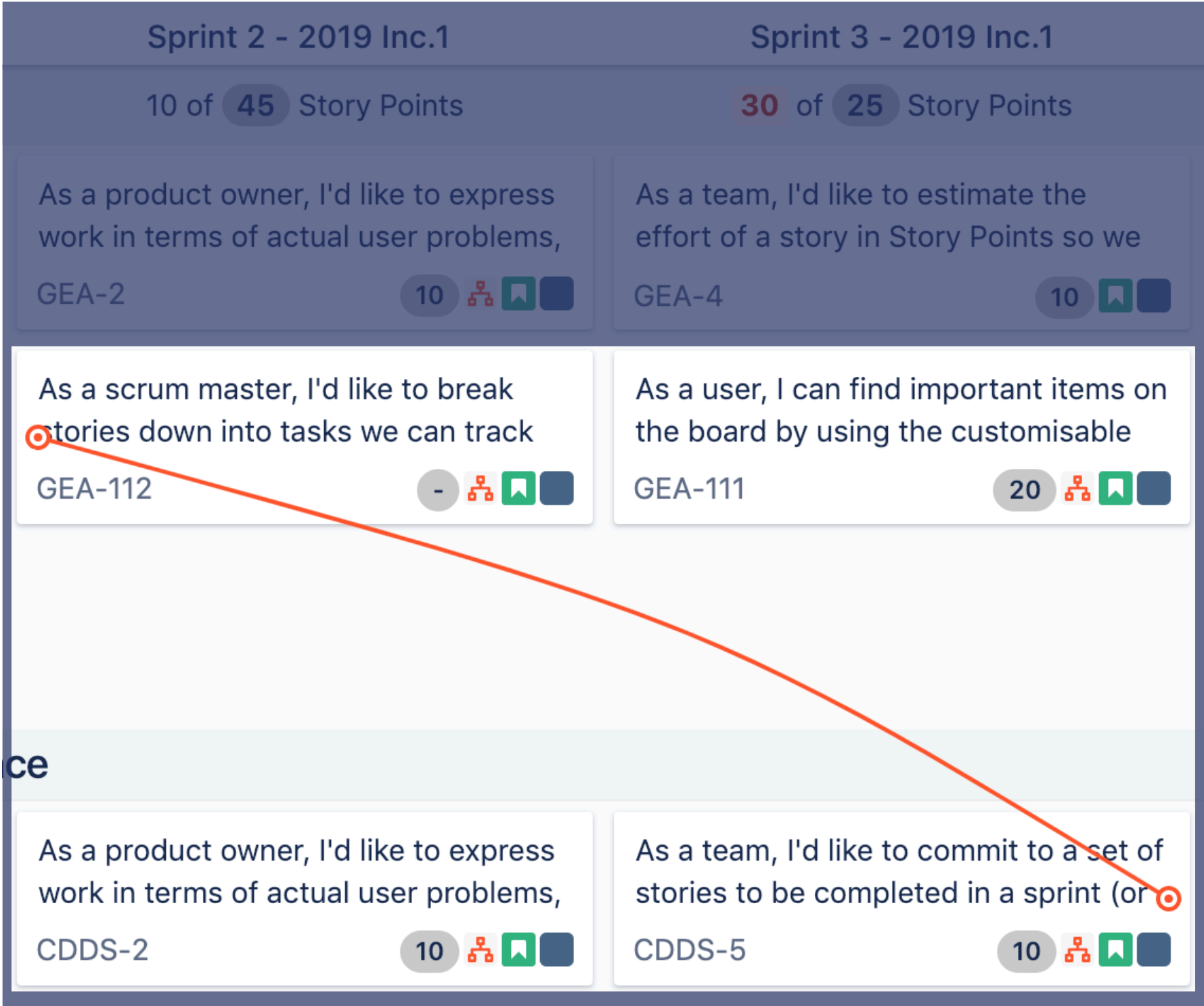


## Yellow Dependency Lines

A yellow dependency line represents a dependency risk. In this example, GEA-8 depends on the completion of CDDS-35. This is represented by the inward/outward direction of the dependency line. The yellow dependency line appears when both issues have been scheduled in the same Sprint. In this instance, there is the ability for the dependency to be met, however, there is also the risk of the dependency not being met. The yellow dependency line signals to Teams that they need to communicate to ensure the issues are completed in the correct sequence



# UNDERSTANDING DEPENDENCY LINES/COLOURS



## Red Dependency Lines

A red dependency line represents an un-healthy dependency relationship. In this example, GEA-112 depends on the completion of CDDS-5. This is represented by the inward/outward direction of the dependency line. As CDDS-5 is scheduled in a Sprint after GEA-112, the dependency will not be met and therefore the line is red

GETTING STARTED

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# Creating Cross-Team Dependencies

# CREATING CROSS-TEAM DEPENDENCIES

## Drag and Drop to Create Dependencies

To create cross-team dependencies, drag an issue from one team on-top of the issue it has a dependency on in another team

Jira Software

Dashboards ▾

Projects ▾

Issues ▾

Boards ▾

Create

Search

Project: Growth & Experiment Analysis

View Program Increment

Teams ▾

Dependencies

Backlog

Team Planning

Feature Backlog

AE-1 Ensure a Highly Personalised Customer Experience

GEA-118 Increase Value of Content Shown to Customers

Sprint 1 - 2019 Inc.1	Sprint 2 - 2019 Inc.1	Sprint 3 - 2019 Inc.1	Sprint 4 - 2019 Inc.1	Sprint 5 - 2019 Inc.1
25 of 30 Story Points	10 of 45 Story Points	30 of 25 Story Points	18 of 40 Story Points	27 of 30 Story Points
<div>As an Agile team, I'd like to learn about Scrum &gt;&gt; Click the "GEA-1" link at the</div> <div>GEA-1</div> <div>10</div>	<div>As a product owner, I'd like to express work in terms of actual user problems,</div> <div>GEA-2</div> <div>10</div>	<div>As a team, I'd like to estimate the effort of a story in Story Points so we can</div> <div>GEA-4</div> <div>10</div>	<div>RTE / I can see dependency links between program teams</div> <div>GEA-5</div> <div>8</div>	<div>As a product owner I can update the summary using inline edit</div> <div>GEA-25</div> <div>7</div>
<div>As a developer, I'd like to update story status during the sprint &gt;&gt; Click the</div> <div>GEA-8</div> <div>15</div>	<div>As a scrum master, I'd like to break stories down into tasks we can track</div> <div>GEA-112</div> <div>-</div>	<div>As a user, I can find important items on the board by using the customisable</div> <div>GEA-111</div> <div>20</div>	<div>Product Owner / drag and drop issue on another to link</div> <div>GEA-102</div> <div>10</div>	<div>As a developer, I can update story and task status with drag and drop (click</div> <div>GEA-9</div> <div>20</div>
Content Discovery & Data Science				
<div>As a product owner, I'd like to rank stories in the backlog so I can</div> <div>CDDS-35</div> <div>5</div>	<div>As a product owner, I'd like to express work in terms of actual user problems,</div> <div>CDDS-2</div> <div>10</div>	<div>As a team, I'd like to commit to a set of stories to be completed in a sprint (or</div> <div>CDDS-5</div> <div>10</div>	<div>As a team, I'd like to estimate the effort of a story in Story Points so we can</div> <div>CDDS-4</div> <div>8</div>	<div>As a user, I can find important items on the board by using the customisable</div> <div>CDDS-36</div> <div>15</div>

GETTING STARTED

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# Filtering the Team Planning Board by Feature/Epic

# FILTERING THE TEAM PLANNING BOARD

Jira Software

Dashboards

▼

Projects

▼

Issues

▼

Boards

▼

Create

Search

Q

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e

Programs / Ads Experience Program / Increment 1 / Growth & Experiment Analysis

Team Planning

?

View Program Increment

Teams ▼

Dependencies

Backlog

Feature Roadmap ▼

AE-3 Encourage Trial and Usage of Across Product Suite ⚡

AE-1 Ensure a Highly Personalised Customer Experience ⚡

GEA-118 Increase Value of Content Shown to Customers ⚡

Sprint 1 - 2019 Inc.1

25 of 30 Story Points

Sprint 2 - 2019 Inc.1

10 of 45 Story Points

Sprint 3 - 2019 Inc.1

30 of 25 Story Points

Sprint 4 - 2019 Inc.1

18 of 40 Story Points

Sprint 5 - 2019 Inc.1

27 of 30 Story Points

As a scrum master, I'd like to break stories down into tasks we can track

GEA-112

-

As a user, I can find important items on the board by using the customisable

GEA-111

20

.....

Filtering the Team Planning Board & Backlog by Epic/Feature

Click on a Feature/Epic scheduled on the Feature Roadmap to filter down the work planned in Sprints and on the Team's Backlog by that Feature/Epic

GETTING STARTED

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# Linking the Team's Work to Issues on the Feature Roadmap



# LINKING THE TEAM'S WORK TO ISSUES ON THE FEATURE ROADMAP

Programs / Ads Experience Program / Increment 1 / Growth & Experiment Analysis

Team Planning

Feature Roadmap

AE-3 Encourage Trial and Usage of Across Product Suite

Sprint 1 - 2019 Inc.1

25 of 30 Story Points

As a scrum master, I'd like to break stories down into tasks we can track

GEA-112

Sprint 2 - 2019 Inc.1

10 of 45 Story Points

As a user, I can find important items on the board by using the customisable

GEA-111

Sprint 3 - 2019 Inc.1

30 of 25 Story Points

Sprint 4 - 2019 Inc.1

18 of 40 Story Points

Sprint 5 - 2019 Inc.1

27 of 30 Story Points

Story

View Program Increment

Teams

Dependencies

Backlog

...

Creating New Issues Linked to the Feature Roadmap

Click on a Feature/Epic scheduled on the Feature Roadmap to filter down the work planned in Sprints and on the Team's Backlog by that Feature/Epic. Hover over an empty cell beneath a Sprint and click on 'New Issue' for the issue dialogue to appear. Creating this issue with an Epic/Feature selected on the Feature Roadmap will create an issue link (based on the choice configured when creating the Program) in Jira

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