Creating Tasks in a Design Project

This is a short guide for Project Managers about creating tasks in a Jira project and assigning them to student designers

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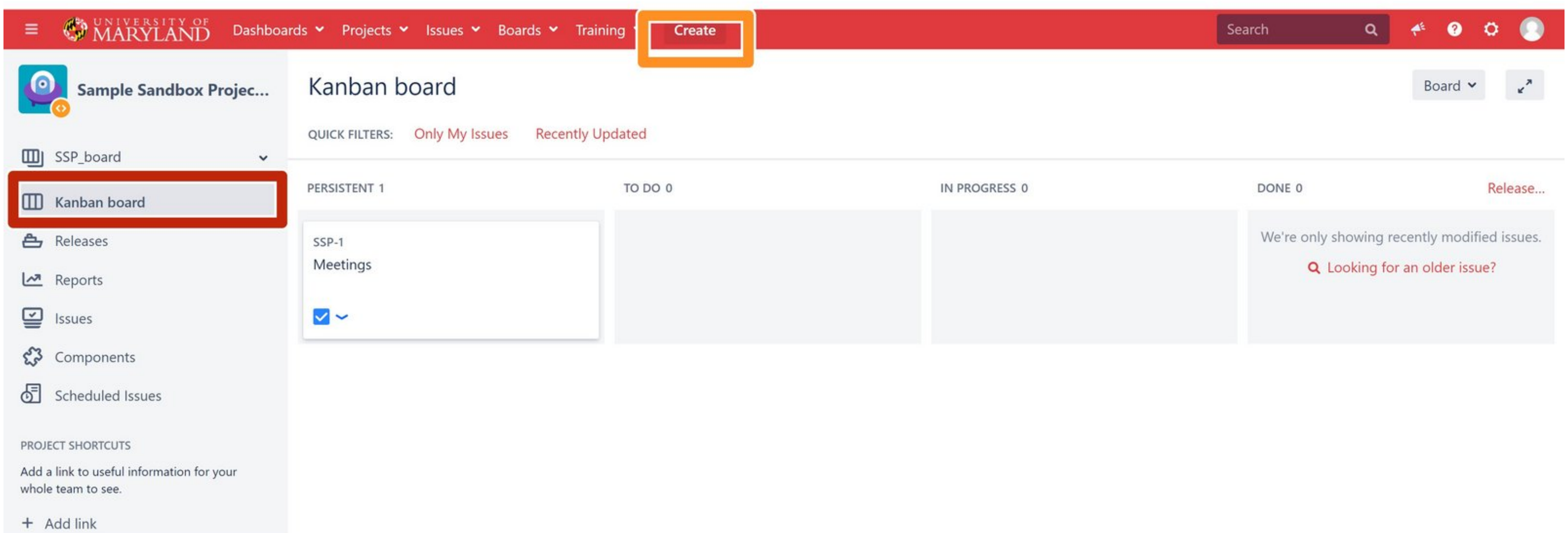
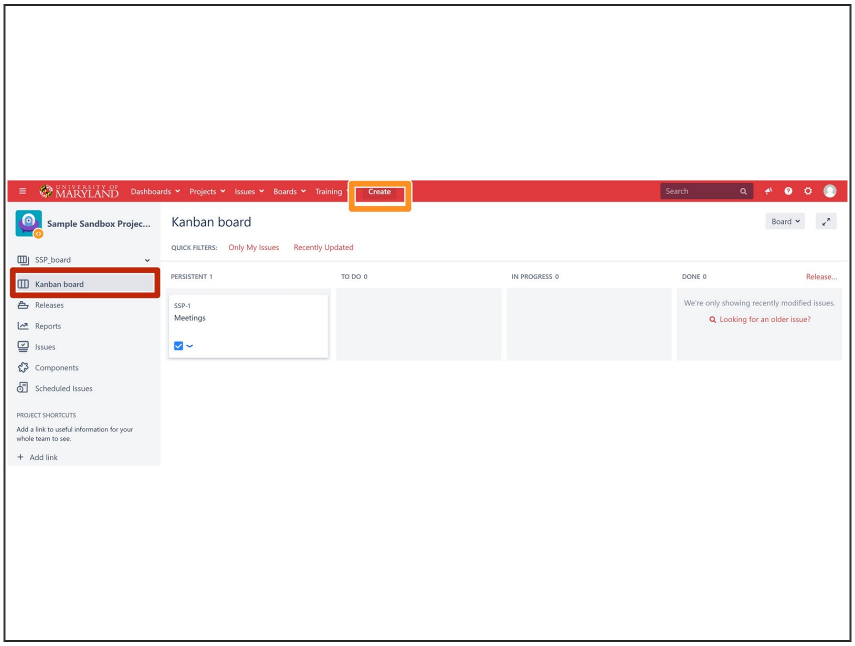
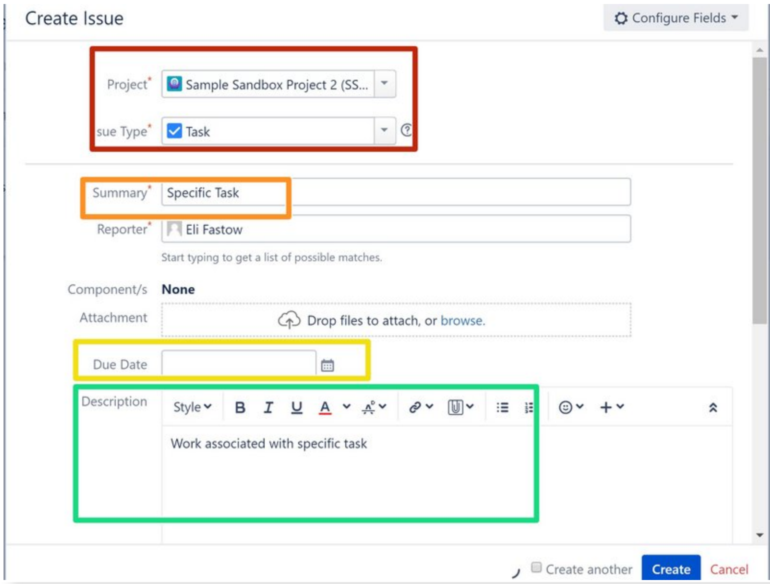


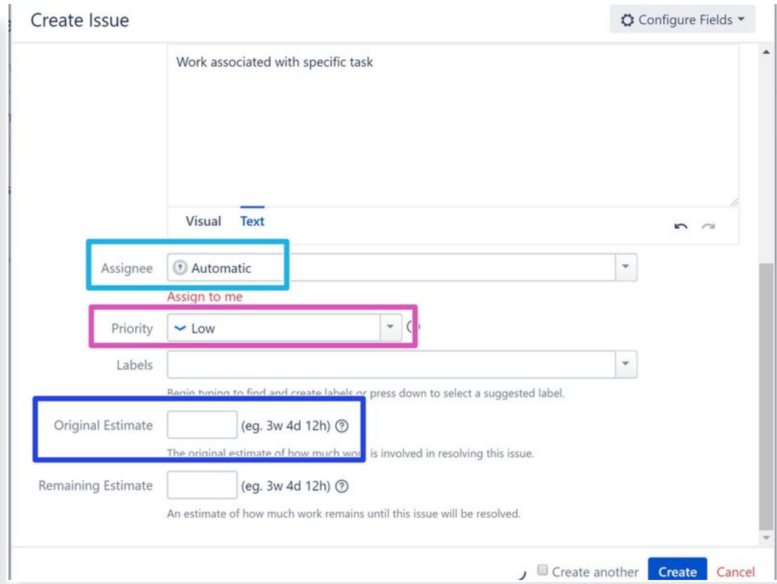
Step 1 — Creating an Issue



- During the estimating process, the **PM** should break a design progress into specific jobs, e.g. CAD a motor mount or write controls software. These specific jobs are each entered into the Jira Project as an issue
- Open the Jira Project and navigate to the Kanban board.
- Hit the "Create" button to create a new issue. The **PM** will need to create a new issue for each specific job associated with a project.

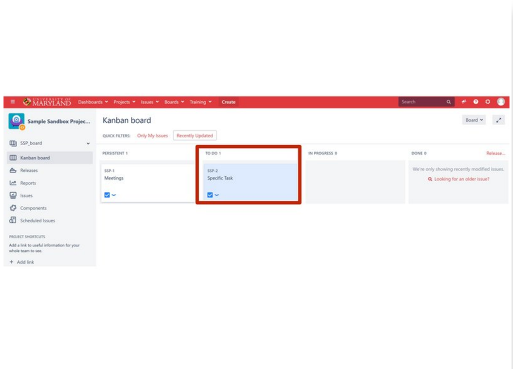
Step 2 — Details of The Issue

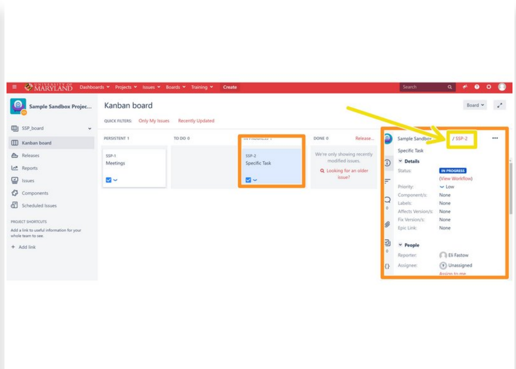


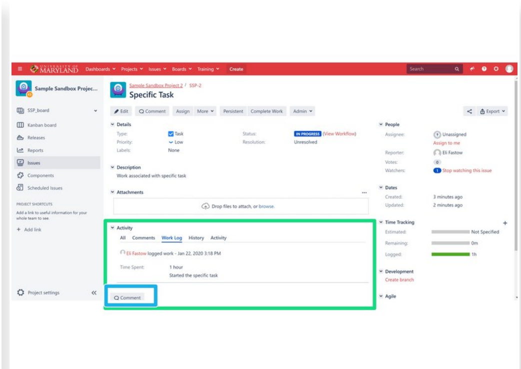


- Insure that the Issue is created in the correct project and is a "Task"
- Name the issue with a brief description of the work to be done
- Set a due date as informed by the estimate prepared for the customer
- Write a few sentence description of the work to be done. This will be an important reference for the **SD/SDE** who will complete the issue
- The **PM** should assign a **SD/SDE** on the team for this design project to complete this issue.
- The **PM** should set an original estimate informed by the statement of work sent to the customer
- Set a priority that accurately reflects the importance of the task

Step 3 — Tracking an Issue







- Once you create the issue, it will automatically populate into the "To Do" column
- As a **SD/SDE** starts work on the issue, it should move into the "In Progress" column.
- Clicking on the issue opens a sidebar with summary information. Here you can read the details about the issue as well as comments made along the way.
- Click on the issue key link to open a more detailed view of the issue.
- The issue page opened by clicking the link has all details relevant to the issue
- Notably, the activity section at the bottom has a record of the Comments, Work Log, and History
- Anyone (either **PDM** or **SD/SDE**) who wishes to communicate information regarding the progress of the task should leave a comment

Note: Customers may be able to view comments, use professional language

