

Creating Boards and Sprints

Boards

A board displays issues from one or more projects in columns that represent the team's process. They provide the team with a shared view of all work that hasn't started, work that is in progress, and work that is completed.

Creating a Board

1. Click **Search** (🔍) > **View all boards**.
2. Click **Create board**.
3. Select a board type (either Scrum or Kanban).
4. Select how you want your board created - You can either start with a new project template for your new board or add your board to one or more existing projects.

◆ Which Board Type Should I Choose?

Scrum Boards	<ul style="list-style-type: none">• Manage stories, tasks, and, and bugs in sprints• Suits teams that deliver work on a regular schedule
Kanban Boards	<ul style="list-style-type: none">• Manage stories, tasks, and bugs in a continuous flow• Suits teams who control work volume from a backlog

Setting Up Your Board

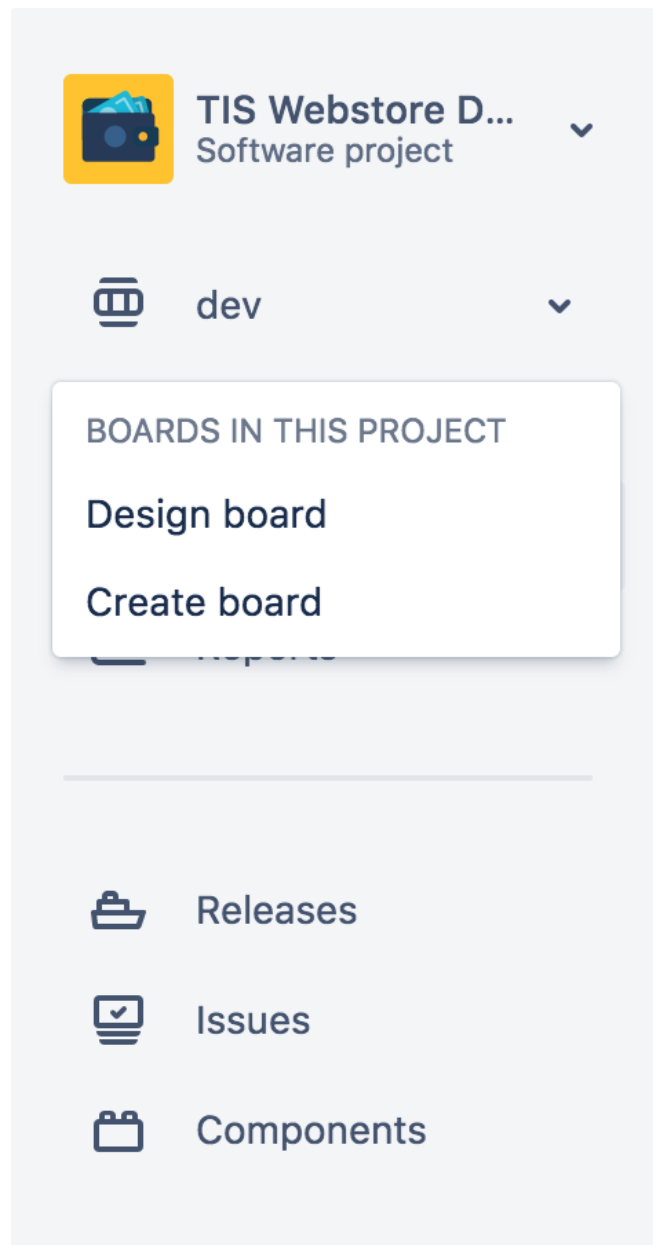
Next you'll set up your board. It's important to configure the [columns](#) and [quick filters](#) of your Board. Configuring columns is useful because you can make your board reflect your team's process. Quicker Filters allow Team Members to focus on the issues they need to quickly - for example, you might configure Quick Filters that only show issues for specific Releases.

To manage the settings of your Board:

1. Go to your board by clicking **Search** (🔍) > **View all boards**, and selecting your board.
2. Click **more (***)** > **Board settings**.

Navigating Between Boards

To navigate from one board to another, use the board switcher located in the left-hand menu under the project name.

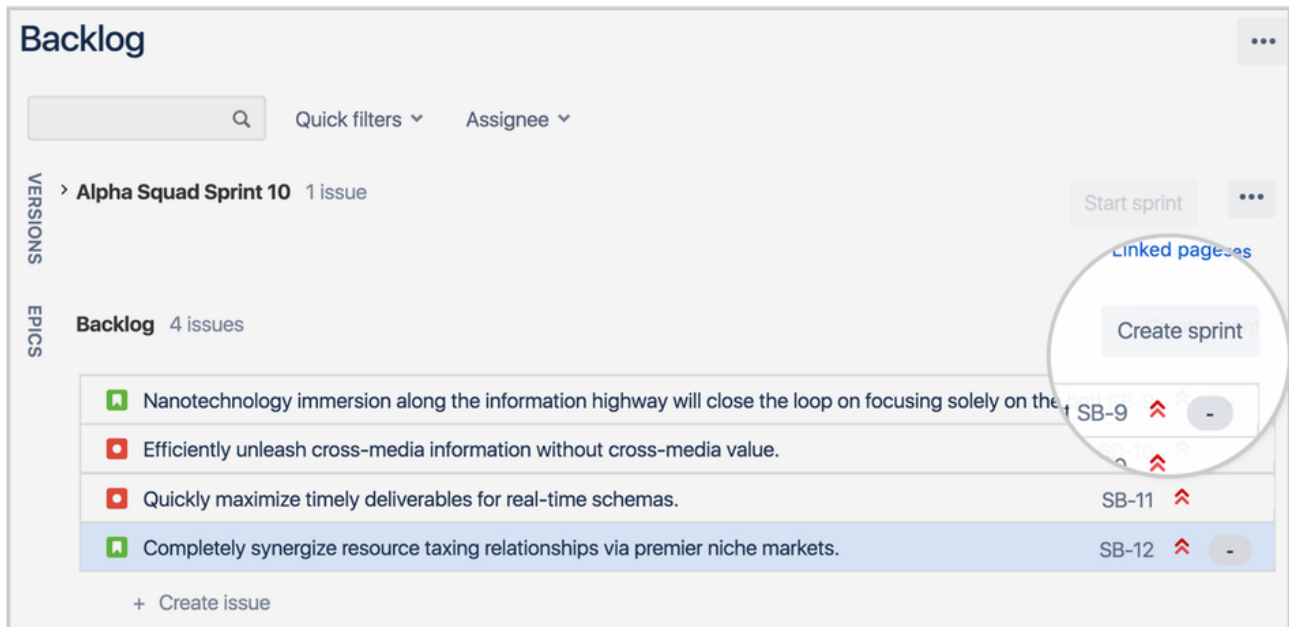


Sprints

Next we'll go over the steps of attaching a Sprint to your Project.

Creating a Sprint

1. Go to the **Backlog** of your Scrum project.
2. Click the **Create Sprint** button at the top of the backlog.



Fill Sprint with Stories from Backlog

Once you've created your sprint, you'll need to fill it with issues. Before you do this, make sure you sit down with your team and discuss what work you'd like to commit to doing. Ensure you add enough work for everyone in the team.

To add stories to your sprints

1. Navigate to the Backlog.
2. Drag and drop issues from the Backlog onto your sprint.

i Note that you can also add an issue to your sprint by editing the issue and updating the **Sprint** field from an Issue.

Start Sprint

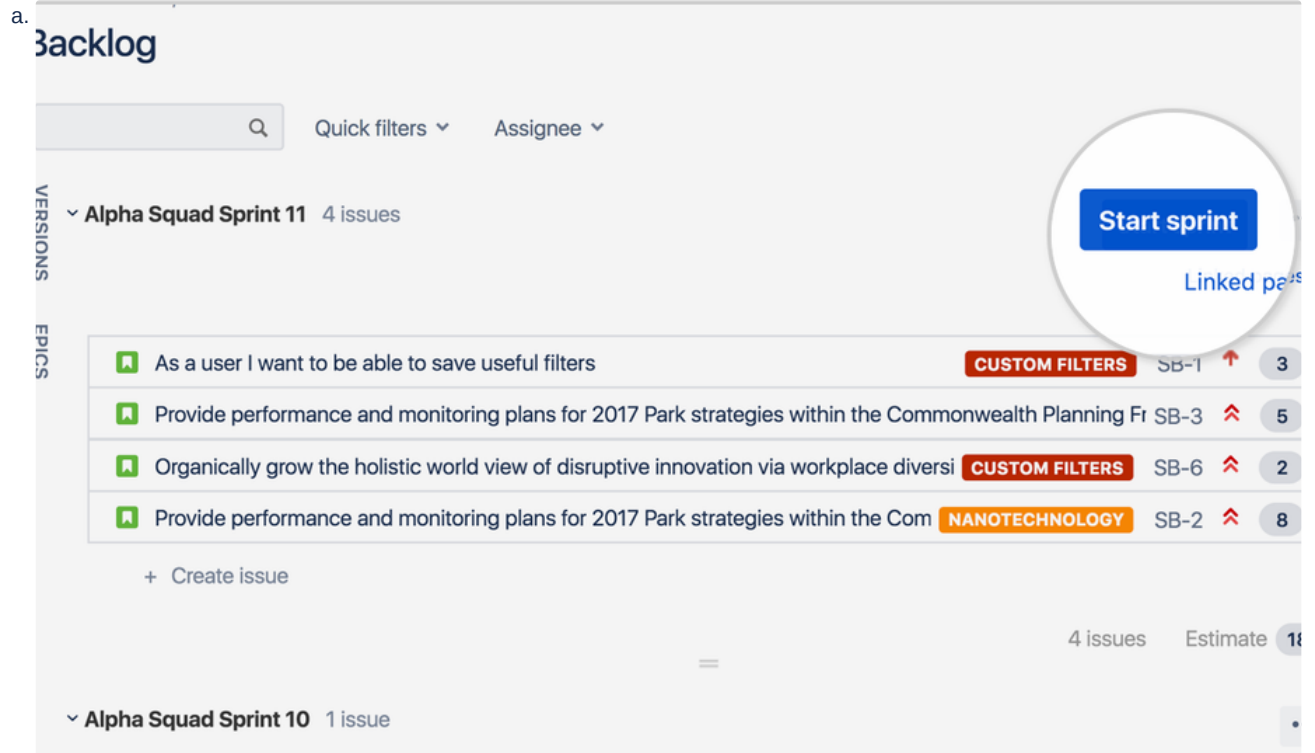
Once you've added issues to your sprint and the team is ready to work, you'll need to start the sprint.

Note, you can only start a sprint, if:

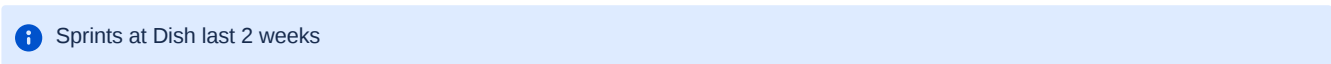
- You haven't started one already.
- The sprint is at the top of the backlog. If you want to start a planned sprint that is lower down, you'll need to reorder your sprints to move it to the top.

To start a sprint

1. Go to the **Backlog** of your Scrum project.
2. Find the sprint that you want to start and click **Start Sprint**.



3. Update the **Sprint name** and add a **Sprint goal** if you want to, and select the **Start date** and **End date** for the sprint.



Monitor Sprint Progress

During the sprint, you'll probably want to monitor the team's progress. One way of doing this is by viewing the [Sprint Report](#).

Close the Sprint

To close the Sprint:

1. Navigate to the **Active sprints** of your Scrum board.
2. If necessary, select the sprint you want to complete from the sprint drop-down.
 Note that if you have multiple sprints in the Active sprints of your board, the 'Complete Sprint' button will not appear until you select one of the sprints.
3. Click **Complete Sprint**. All completed issues will move out of Active sprints.

a.

Scrum Bucket / SB board

Alpha Squad Sprint 9

0 days remaining Complete sprint

Quick filters Assignee

TO DO IN PROGRESS DONE

Custom Filters 2 issues

- Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment. **CUSTOM FILTERS** SB-6
- As a user I want to be able to save user... **CUSTOM FILTERS** SB-1

Nanotechnology 2 issues

- Provide performance and monitoring plans for 2017 Park strategies within the Commonwealth Planning FrameworkAnalyse **NANOTECHNOLOGY** SB-2
- SB-2 Provide performance and monitoring plans for 2017 Park strate... Generate report on Western Hiking Trail degradation SB-4

Issues without epics 1 issue

- Provide performance and monitoring plans for 2017 Park strategies within the Commonwealth Planning FrameworkAnalyse SB-3

4. If the sprint has incomplete issues, you'll be asked to move them to one of the following:

- The backlog
- Any future sprint, or
- A new sprint