

Project Management and Documentation

Francisco Borges Aurindo Barros

05/11/2024

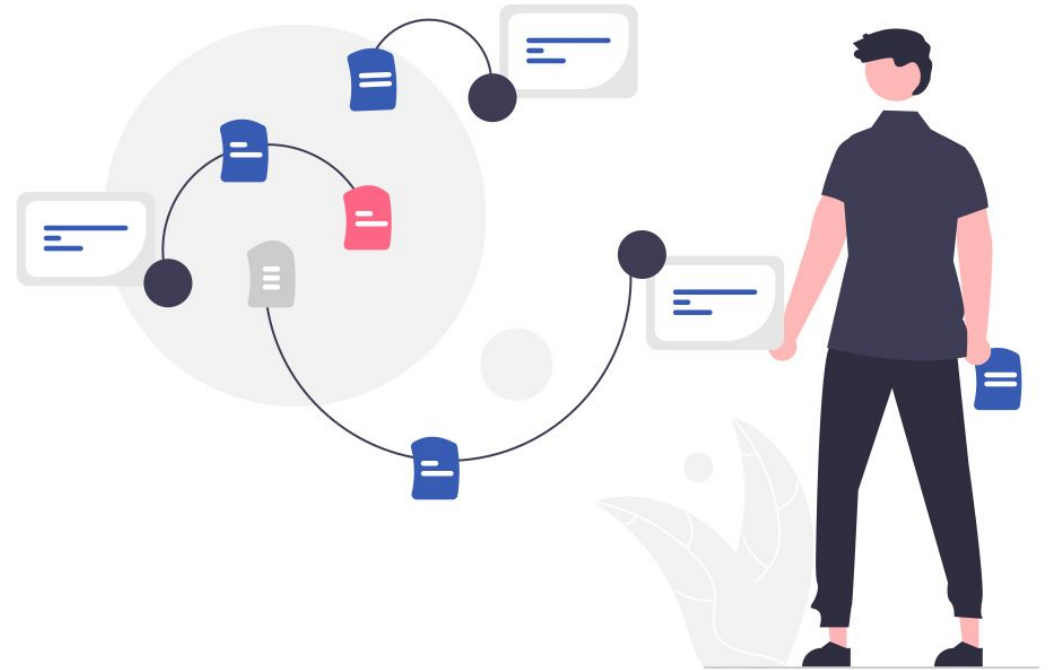
Project Management

Let's imagine ourselves in a scenario:
“Juggling tasks, trying to keep track of the deadlines, figuring out priorities and who is taking care of what”

Things can be... messy, confusing.

An important task was forgotten, a deadline missed.

Who's ever been in a situation where they didn't know which task to do next?

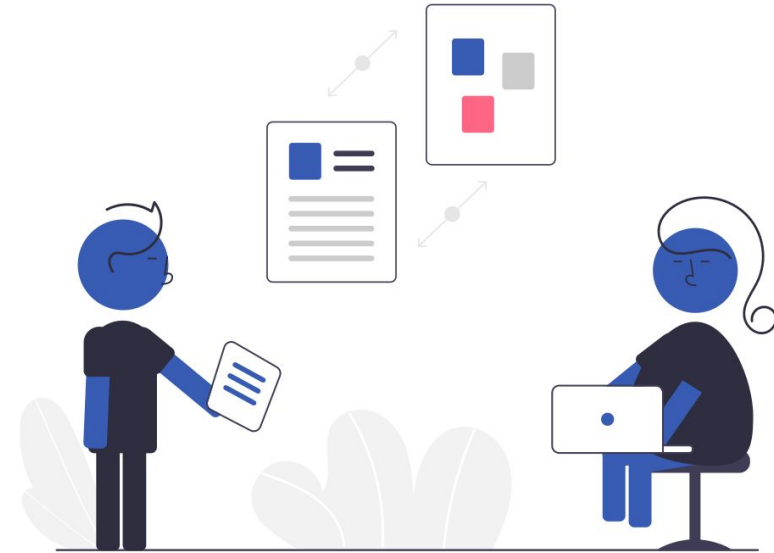


Project Management

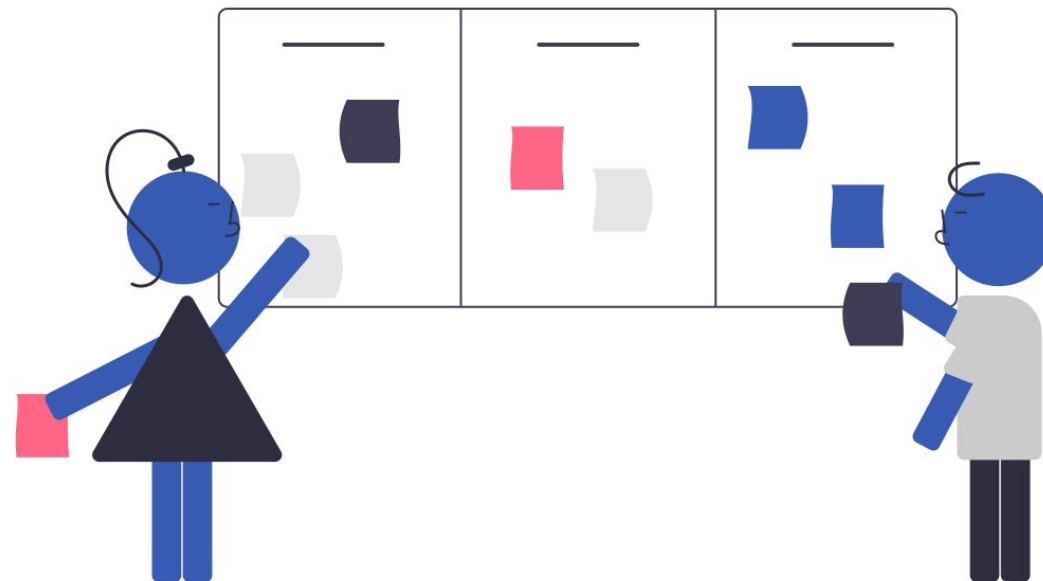
There are practical solutions to help us manage our work and bring order to the chaos.

- Centralized Task/Project Management
- Workflows
- Documentation
- Reminders

So... which tools can we use?



Meet...



What is JIRA?

A popular tool used for project management:

- Used to track tasks
- Supports agile methodologies
- Supports custom workflows
- Provides built-in reports and dashboards to track progress
- Integrates with other tools



Insights



Boards



Timeline

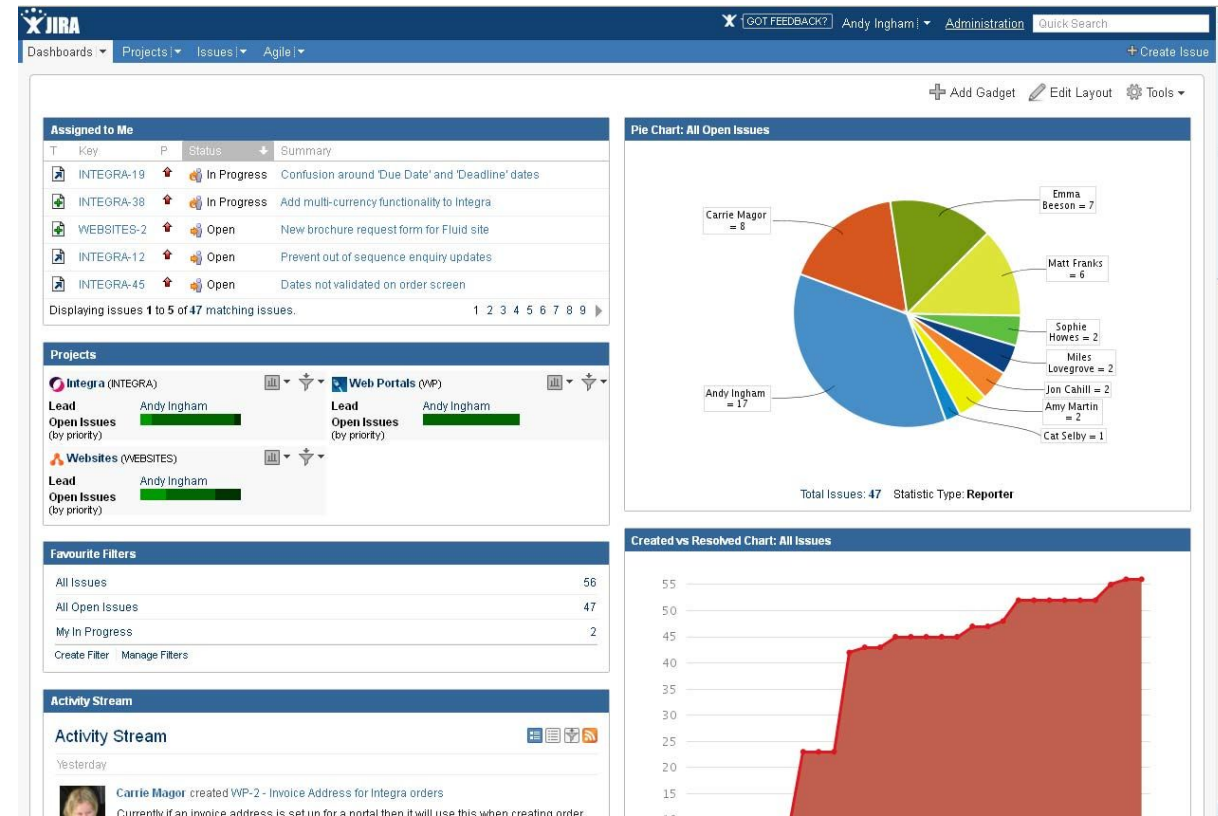


Integrations

What is JIRA?

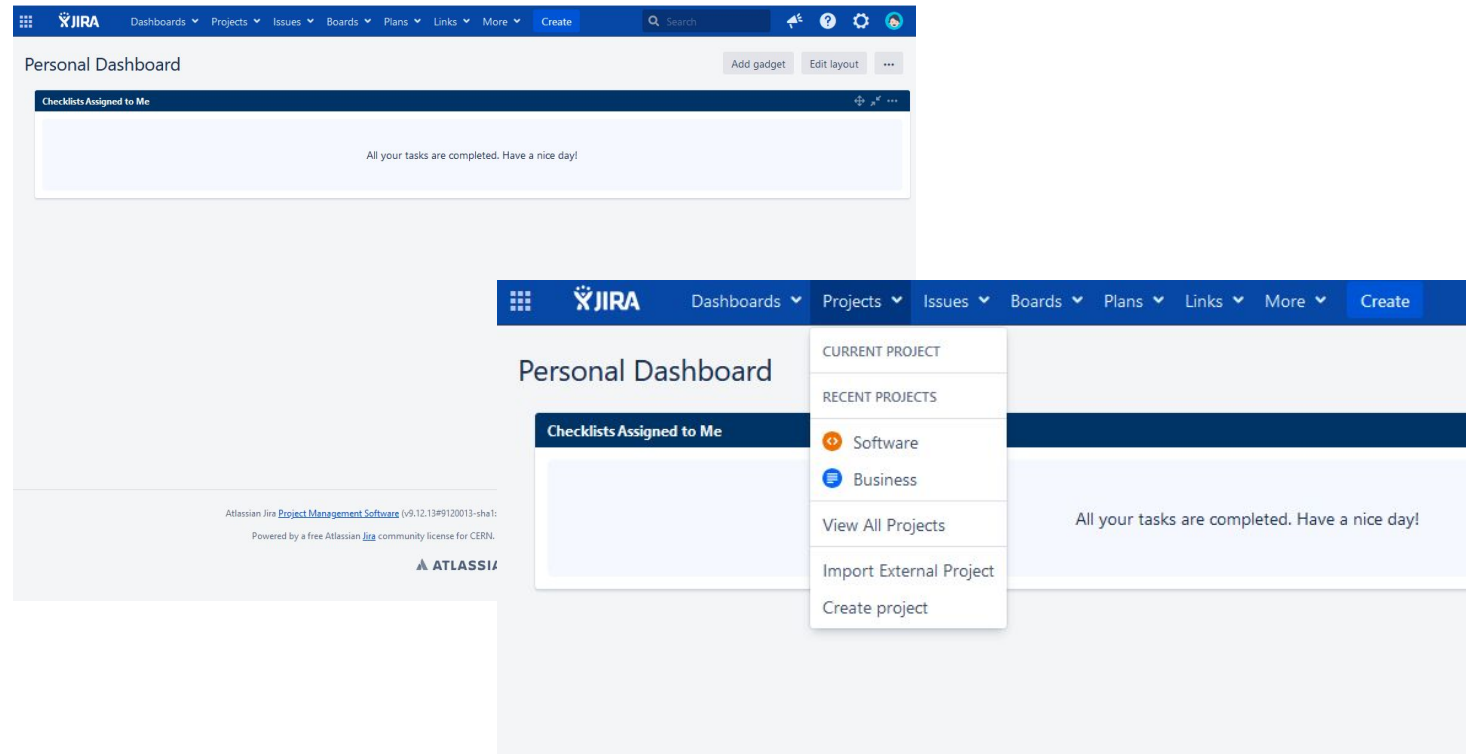
A popular tool used for project management:

- Used to track tasks
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How to use JIRA

Served on the following link:
<https://its.cern.ch>



How to use JIRA: Project creation

Create project

[View Marketplace Workflows](#)

 Software



Scrum software development

Agile development with a board, sprints and stories. Connects with source and build tools.



Kanban software development

Optimise development flow with a board. Connects with source and build tools.



Basic software development

Track development tasks and bugs. Connects with source and build tools.

 Business



Project management

Plan, track and report on all of your work within a project.



Task management

Quickly organize and assign simple tasks for you and your team.



Process management

Track all the work activity as it transitions through a streamlined process.

[Import a project](#) | [Create with shared configuration](#) | [Create sample data](#)






[Next](#) [Cancel](#)

How to use JIRA: Task management

Kanban software development

Use this project to optimise the flow of work in your development project. Add constraints to work-in-progress, analyze how long it takes to complete issues, find bottlenecks in your process, and more. This project includes a Kanban board, a basic Agile workflow and issue type configuration, which you can change later on.

Issue Types

-  Bug
-  Task
-  Sub-task
-  Story
-  Epic

Workflow



Back

Select

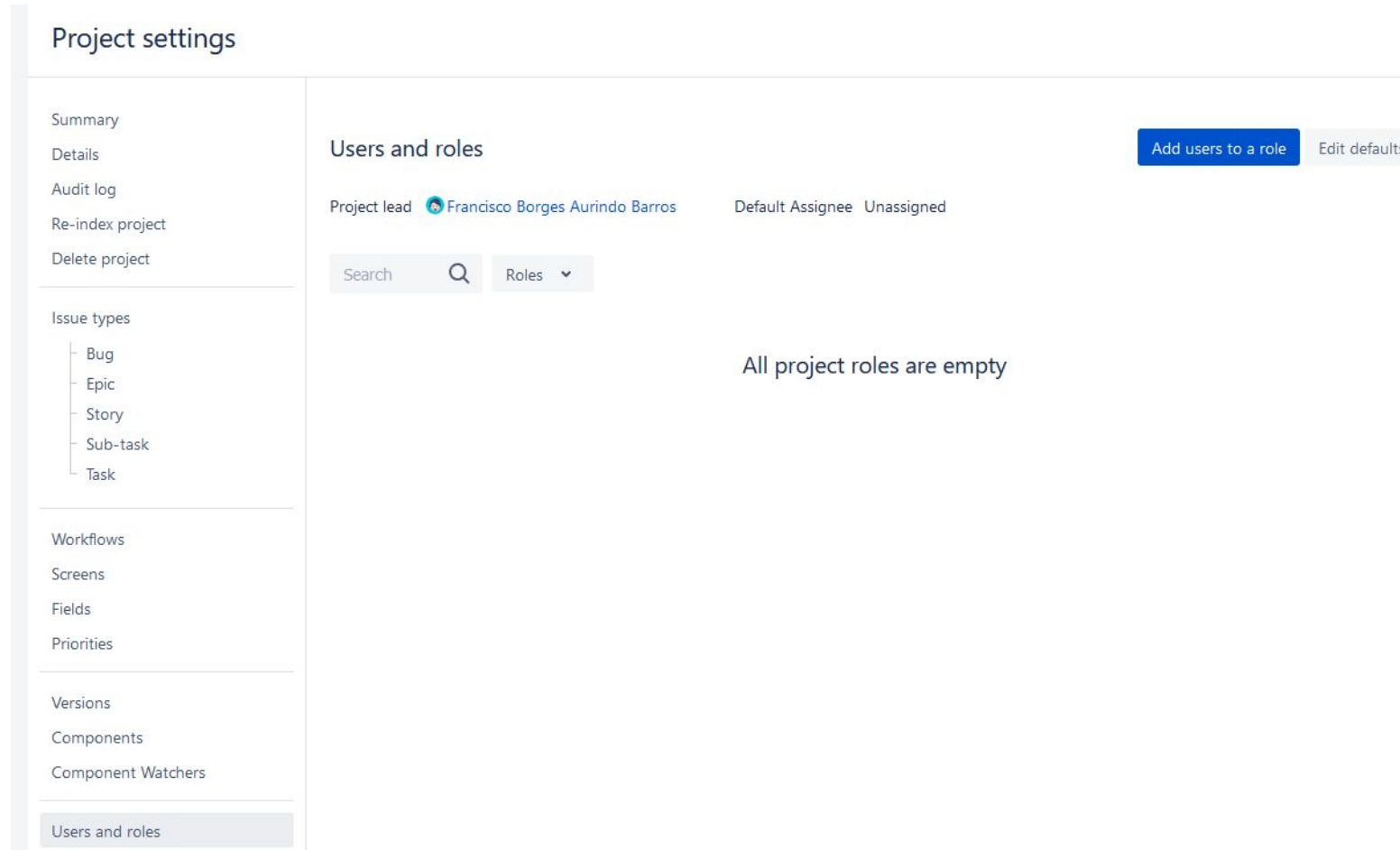
Cancel

How to use JIRA: Task management

The image shows a JIRA Kanban board with three columns: 'TO DO 12 ISSUES', 'IN PROGRESS 4 ISSUES', and 'DONE ✓'. A gear icon is visible in the top right corner.

- TO DO 12 ISSUES:** A blue box contains the text 'IN PROGRESS → TO DO'.
- IN PROGRESS 4 ISSUES:** Two task cards are visible:
 - Card 1: 'Hire commercial real estate agent' with a 'LOCATION' tag and a checked checkbox 'SC-7'. A user profile picture is shown to the right.
 - Card 2: 'Conduct a competitive location analysis' with a 'LOCATION' tag.
- DONE ✓:** Two blue boxes contain the text 'IN PROGRESS → DONE' and 'IN PROGRESS → ADDITIONAL SCOPE'.

How to use JIRA: Task management



The screenshot shows the 'Project settings' page in JIRA, specifically the 'Users and roles' section. On the left, a sidebar menu lists various settings: Summary, Details, Audit log, Re-index project, Delete project, Issue types (with sub-items: Bug, Epic, Story, Sub-task, Task), Workflows, Screens, Fields, Priorities, Versions, Components, Component Watchers, and Users and roles (which is highlighted). The main content area is titled 'Users and roles' and includes a blue 'Add users to a role' button and a grey 'Edit defaults' button. Below these buttons, it shows 'Project lead' as Francisco Borges Aurindo Barros and 'Default Assignee' as Unassigned. There is a search bar and a 'Roles' dropdown menu. The central message states 'All project roles are empty'.

How to use JIRA, the integrations

The central provided instance provides multiple integrations with several different services.

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The central provided instance provides multiple integrations with several different services.

- **Gitlab**

Detailed information on how to set up your project can be found here:

[https://gitlab.docs.cern.ch/docs/Organize work with projects/Integrations/jira-integration](https://gitlab.docs.cern.ch/docs/Organize%20work%20with%20projects/Integrations/jira-integration)



GitLab

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- **Service Now (SNOW)**

Detailed information on how to set up your project can be found here:

https://cern.service-now.com/service-portal?id=kb_article&n=KB0003121

The logo for ServiceNow, featuring the word "servicenow" in a bold, black, sans-serif font. The letter "o" is replaced by a green speech bubble icon. A registered trademark symbol (®) is located at the end of the word.

How to use JIRA, the integrations

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- **Mattermost (Instant Messaging)**

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https://cern.service-now.com/service-portal?id=kb_article&n=KB0004745



How to use JIRA, the integrations

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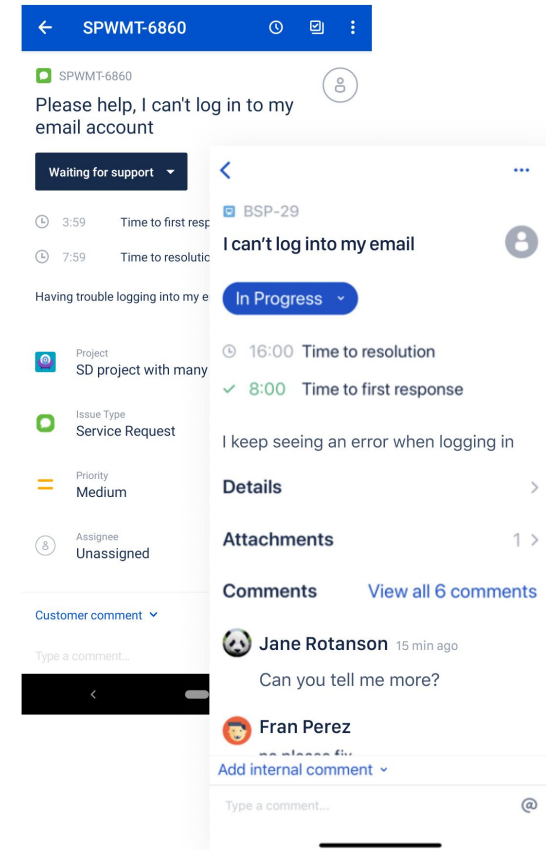
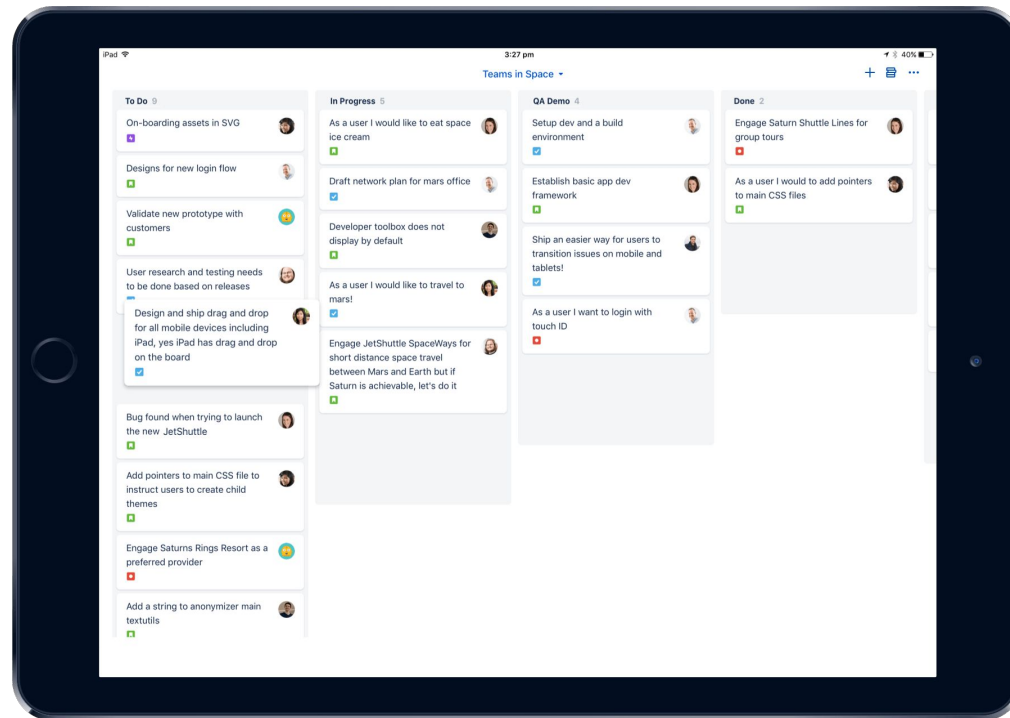
- **CERNForge**

A web application to help users perform operations on their JIRA projects which are otherwise are only for JIRA Admins:

<https://cernforge.web.cern.ch/>

How to use JIRA, the applications

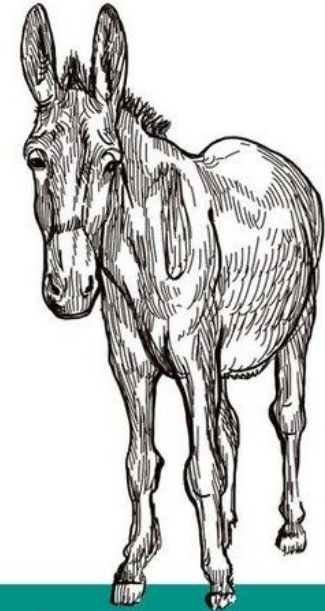
Apart from the [Web Page](#), you can also have access to JIRA using a mobile app.



Project Documentation

I know... Writing Documentation....

Where's the fun in just knowing what the code is supposed to do?



Essential

Excuses for Not
Writing Documentation

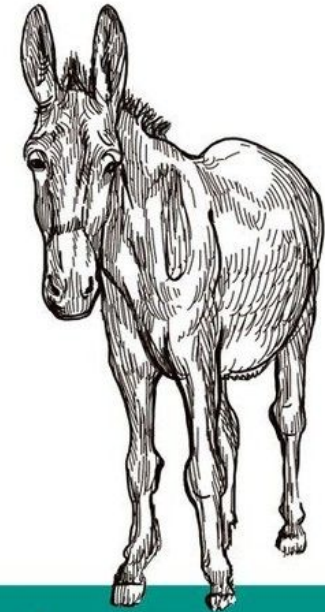
ORLY?

@ThePracticalDev

I know... Writing Documentation....

When it comes to documentation, there are two very useful platforms that can be leveraged.

Where's the fun in just knowing what the code is supposed to do?



Essential

Excuses for Not
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O RLY?

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When it comes to documentation, there are two very useful platforms that can be leveraged.

- **Confluence**

Very useful for internal documentation and collaboration

Where's the fun in just knowing what the code is supposed to do?



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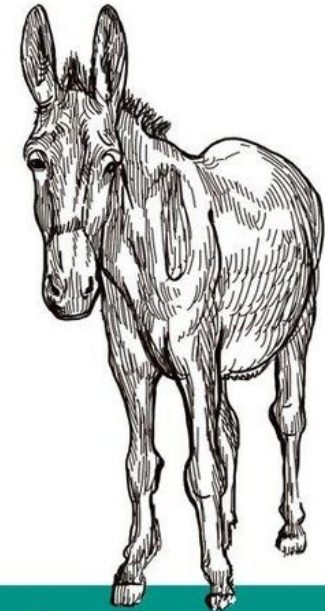
- **Confluence**

Very useful for internal documentation and collaboration

- **GitLab Pages**

Very common used for user documentation

Where's the fun in just knowing what the code is supposed to do?



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What is Confluence?

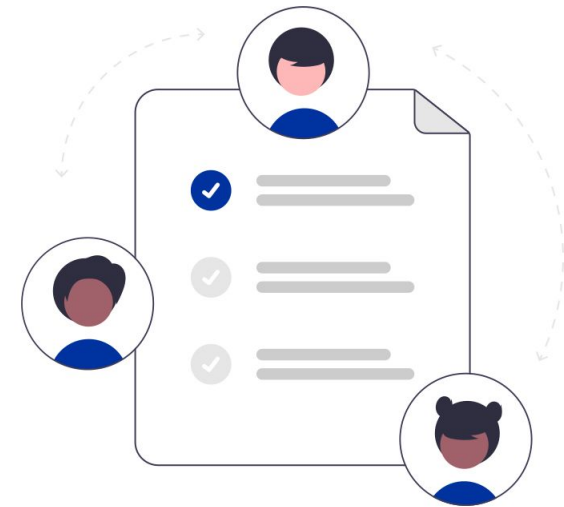


It's a collaboration and knowledge management tool.

It's designed to help teams create, organize, and share knowledge efficiently within a single digital workspace.

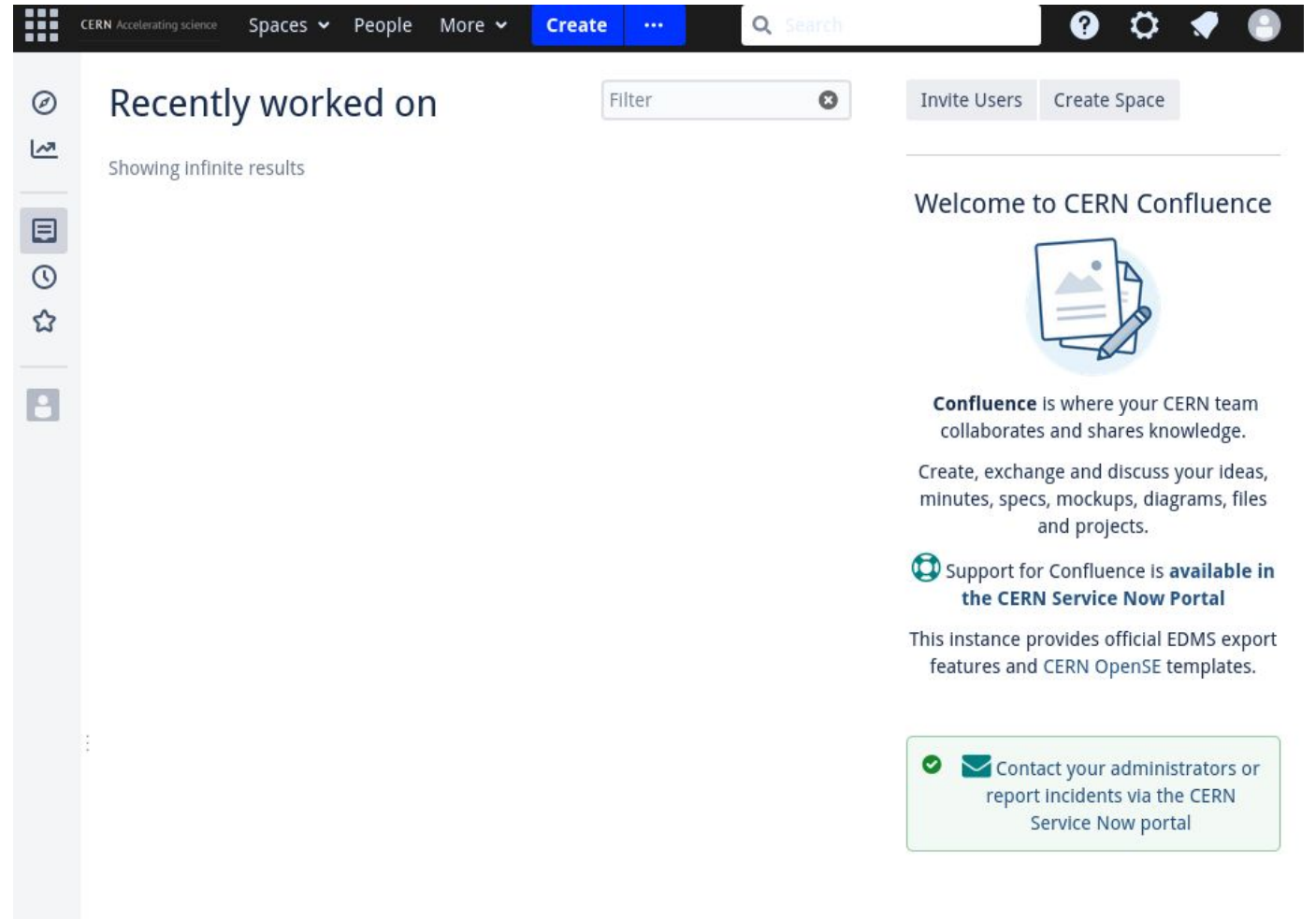
Main Purposes:

- Project collaboration
- Documentation
- Meeting notes
- Team communication



How to use Confluence

<https://confluence.cern.ch/>



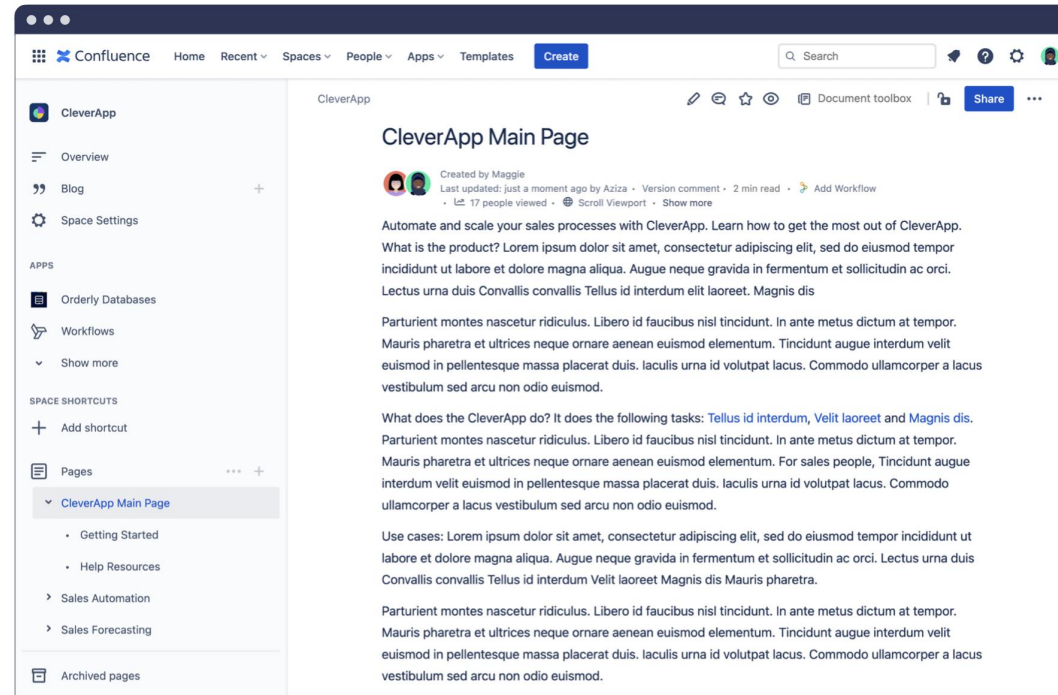
The screenshot shows the CERN Confluence homepage. At the top, there is a navigation bar with the CERN logo, the text "CERN Accelerating science", and menu items for "Spaces", "People", and "More". There are also buttons for "Create" and "..." and a search bar. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with icons for "Recently worked on", "Home", "Spaces", "History", "Favorites", and "Profile". The "Recently worked on" section is currently active, showing "Showing infinite results" and a "Filter" button. On the right, there is a "Welcome to CERN Confluence" section with a document icon, a description of Confluence as a collaboration tool, and information about support being available in the CERN Service Now Portal. A green callout box at the bottom right contains a checkmark icon and text: "Contact your administrators or report incidents via the CERN Service Now portal".

Key concepts of Confluence

Key Terms:

- Page

Your content lives in **pages** – living documents you create on your Confluence site. You can create pages for almost anything.



Key concepts of Confluence

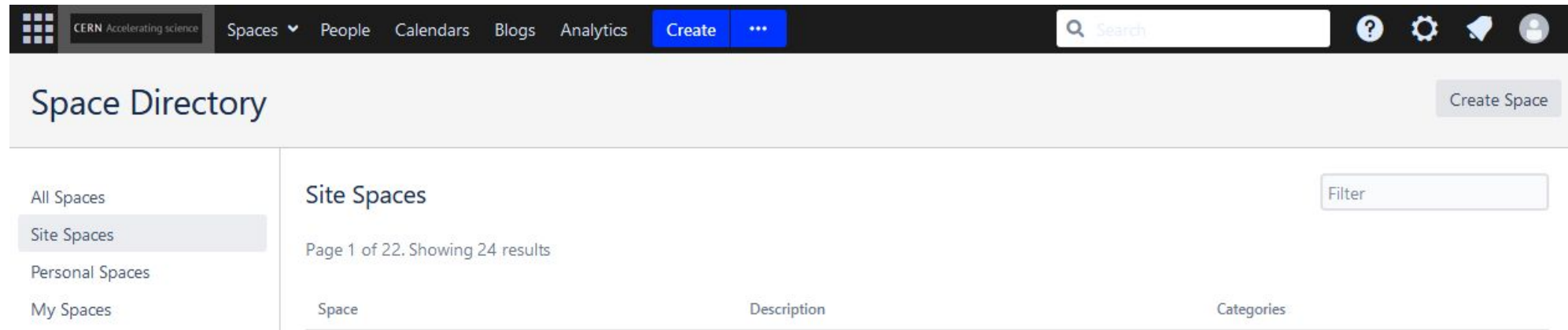
Key Terms:

- **Page**

Your content lives in **pages** – living documents you create on your Confluence site. You can create pages for almost anything.

- **Space**

Pages are stored in **spaces** – workspaces where you can collaborate on work and keep all your content organized.



The screenshot shows the Confluence Space Directory interface. At the top, there is a navigation bar with the CERN logo and the text "CERN Accelerating science". The navigation bar includes links for "Spaces", "People", "Calendars", "Blogs", and "Analytics", along with a "Create" button and a menu icon. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled "Space Directory" and includes a "Create Space" button. On the left side, there is a sidebar with a list of space categories: "All Spaces", "Site Spaces" (which is highlighted), "Personal Spaces", and "My Spaces". The main content area displays "Site Spaces" and indicates "Page 1 of 22. Showing 24 results". A "Filter" button is located on the right side of the main content area. Below the filter, there is a table with columns for "Space", "Description", and "Categories".

Key concepts of Confluence

Key Terms:

- Page

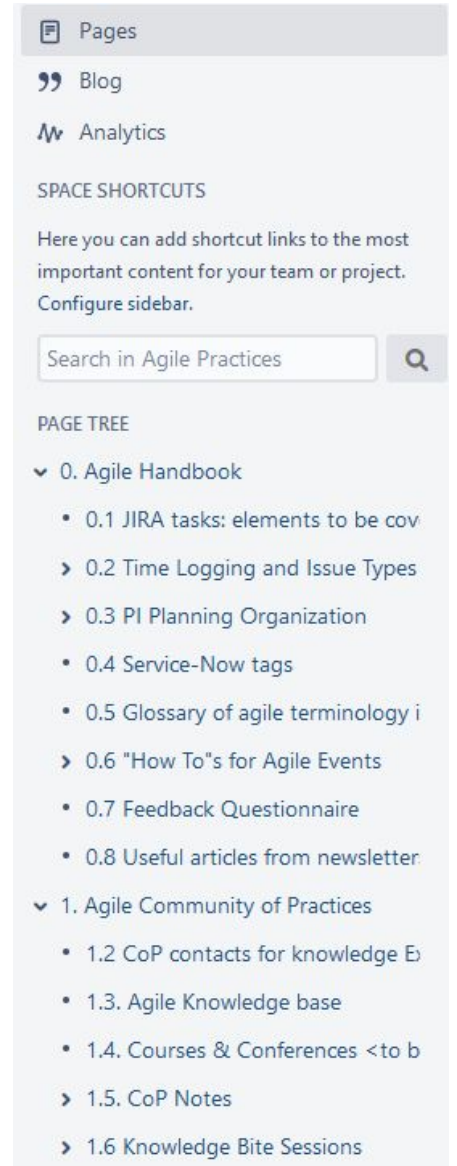
Your content lives in **pages** – living documents you create on your Confluence site. You can create pages for almost anything.

- Space

Pages are stored in **spaces** – workspaces where you can collaborate on work and keep all your content organized.

- Page Tree

Organize space content with a hierarchical **page tree** that makes finding work quick and easy. Nest pages under related spaces and pages to organize pages in just about any way.



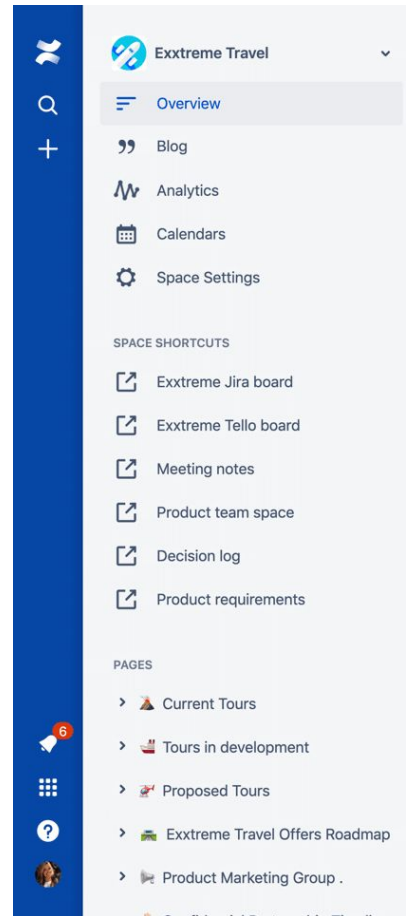
The screenshot shows a sidebar with the following elements:

- Pages** (icon)
- Blog** (icon)
- Analytics** (icon)
- SPACE SHORTCUTS**
 - Here you can add shortcut links to the most important content for your team or project. Configure sidebar.
 - Search in Agile Practices (input field) [Q]
- PAGE TREE**
 - 0. Agile Handbook
 - 0.1 JIRA tasks: elements to be cov
 - 0.2 Time Logging and Issue Types
 - 0.3 PI Planning Organization
 - 0.4 Service-Now tags
 - 0.5 Glossary of agile terminology i
 - 0.6 "How To"s for Agile Events
 - 0.7 Feedback Questionnaire
 - 0.8 Useful articles from newsletter
 - 1. Agile Community of Practices
 - 1.2 CoP contacts for knowledge E
 - 1.3. Agile Knowledge base
 - 1.4. Courses & Conferences <to b
 - 1.5. CoP Notes
 - 1.6 Knowledge Bite Sessions

Customize the Confluence space

Some tricks for the overview:

- Upload a banner or logo to help people identify your space at a glance
- Describe your team's mission and goals and add links to key pages
- Add a table of contents, team calendar, or roadmap



Exxtreme Travel



The Team



Mission

Create exciting and novel 5-star tours for modern-day explorers.



Goals






- Provide 1 million tours in the next 3 years
- Create 10% more new offers this year
- Have 95% positive user reviews @d

What we do

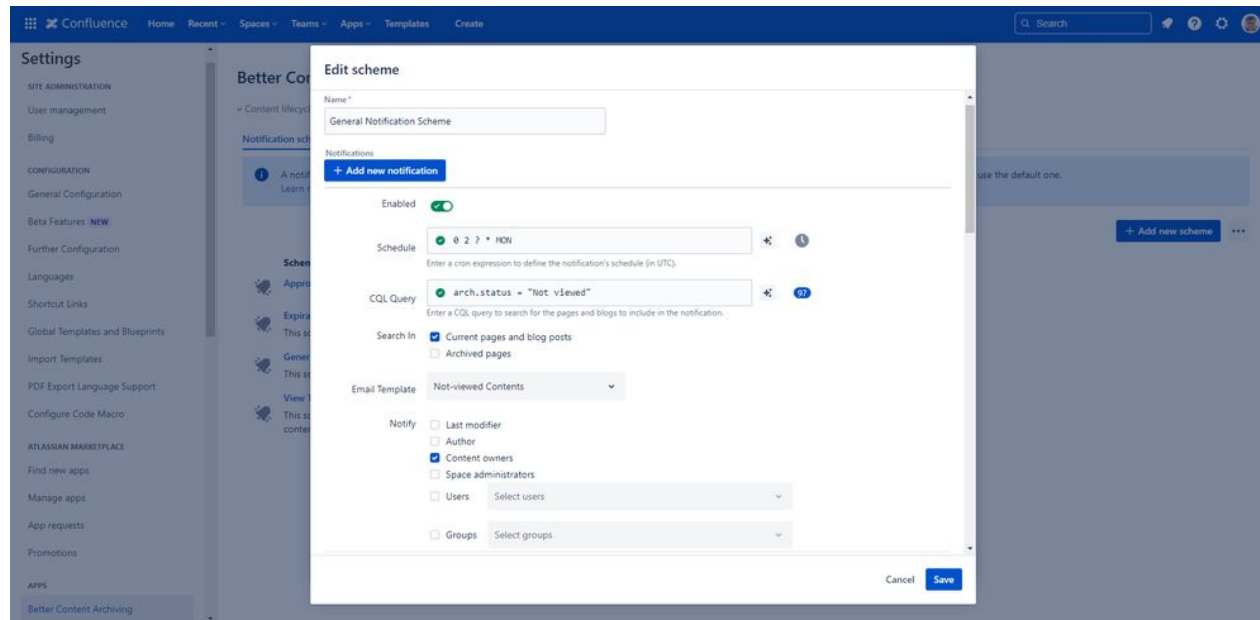
A set of recommendations:

<https://support.atlassian.com/confluence-cloud/docs/set-up-your-space-homepage/>

Invite the team

 Edit  View inline comments  Save for later  Watching  Share 

Set up notifications and reminders



The integrations on Confluence

Among others:

- JIRA

Some examples:

- Linking Jira Issues to Confluence Pages
- Embedding Jira Filters and Reports in Confluence
- Creating Jira Issues from Confluence
- Tracking Project Progress and Planning
- Automated Status and Synchronization

The screenshot displays a Confluence page for a project named 'Roadmap project Artanis V2'. The page is part of a 'Dev Team' space. It features a 'Team mission' section with two bullet points: 'Improve UEX' and 'Add new features asked from our Clients & Marketing team'. Below this is a 'Roadmap overview' section, which is a Gantt chart showing task dependencies across months (NOV and DEC). The tasks listed are:

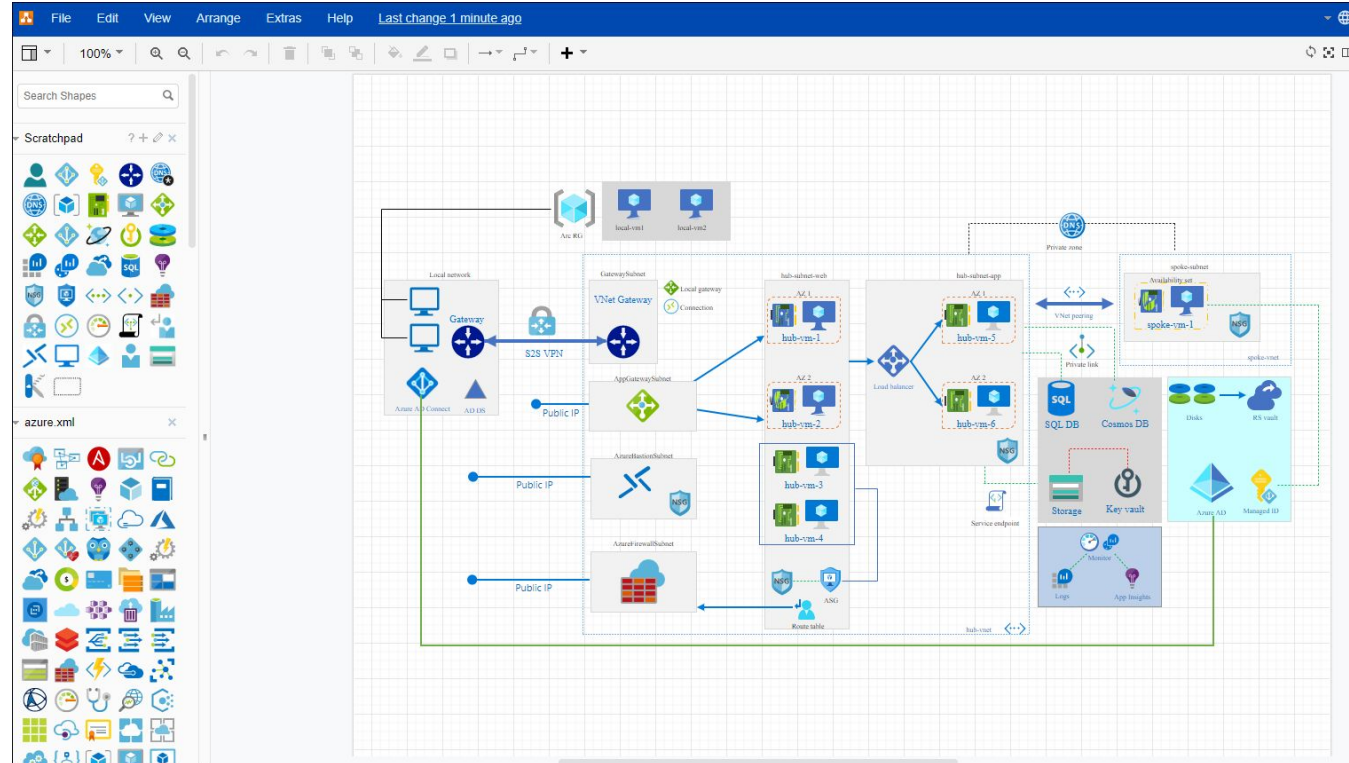
- DT-1 Build MVP
- DT-2 Add Rest API
- DT-3 Improve UEX inside App configura...
- DT-4 Add filters in app
- DT-5 Add social media connector
- DT-6 Back end test
- DT-7 Front end test
- DT-8 Retro & Lesson Learned

The Gantt chart shows dependencies between these tasks, with orange lines indicating the flow of work. A vertical orange line marks the current date as 'Today'. The chart is viewed in 'Months' mode, with options for 'Weeks' and 'Quarters' at the bottom.

The integrations on Confluence

Among others:

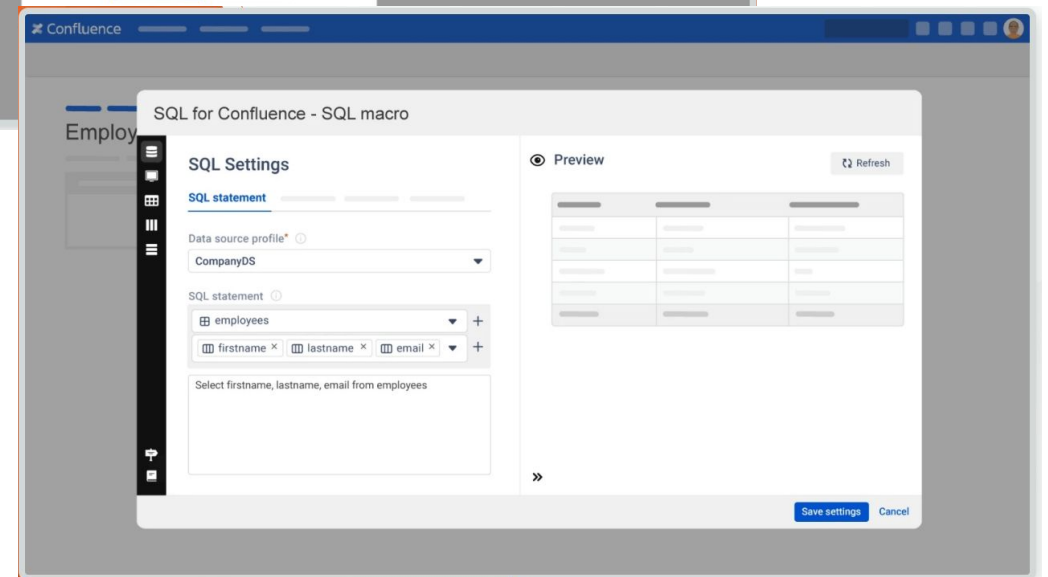
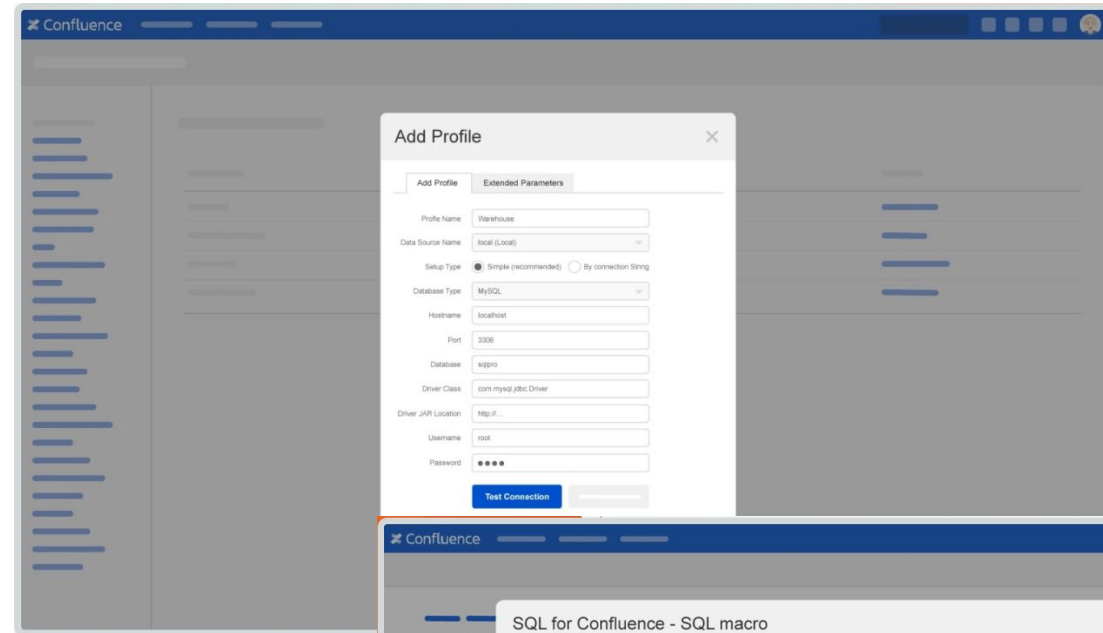
- JIRA
- Draw.io



The integrations on Confluence

Among others:

- JIRA
- Draw.io
- SQL for Confluence



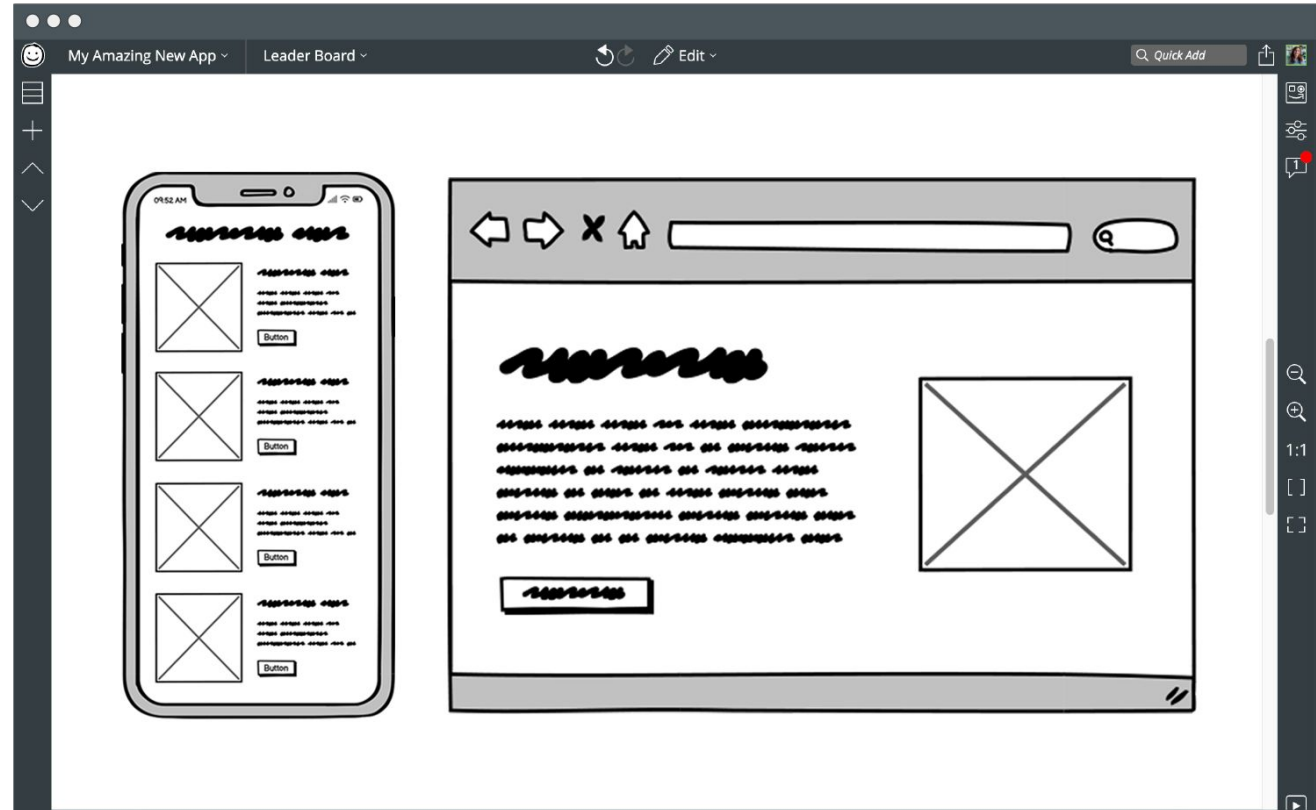
For details:
<https://marketplace.atlassian.com/apps/225/sql-for-confluence-pro-edition>

The integrations on Confluence

Among others:

- JIRA
- Draw.io
- SQL for Confluence
- **Balsamiq Wireframes**

A low-fidelity, high-impact wireframing tool that helps you capture and communicate your product ideas quickly and clearly



The integrations on Confluence

Among others:

- JIRA
- Draw.io
- SQL for Confluence
- Balsamiq Wireframes
- etc

What is GitLab Pages?



Is a feature of GitLab that allows users to publish static websites directly from their GitLab repositories.

It's commonly used to host project documentation, personal blogs, portfolios, and other static sites, especially for developers or teams using GitLab for version control and collaboration.

How to use GitLab Pages?



4 steps necessary:

- Create a GitLab repository

How to use GitLab Pages?



4 steps necessary:

- Create a GitLab repository



1. Markdown along MkDocs
2. Static Site Generator (SSG)

How to use GitLab Pages?

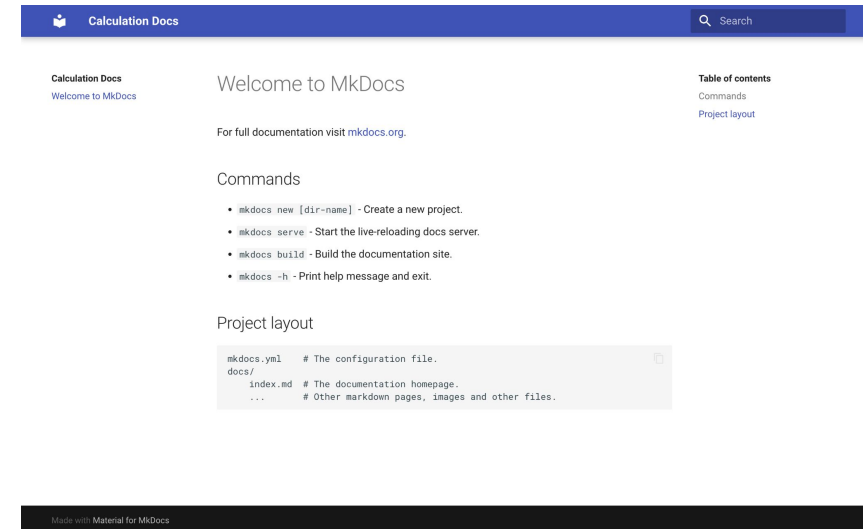


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1. **Markdown along MkDocs**
2. **Static Site Generator (SSG)**



How to use GitLab Pages?



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1. Markdown along MkDocs
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How to use GitLab Pages?



4 steps necessary:

- Create a GitLab repository
- Create a website in the Web Services Portal



Creating a GitLab Pages site

You're minutes away from getting your GitLab Pages site up and running.

1. GitLab Pages sites have their content stored in a GitLab repository. [See how to create it.](#)
2. Fill in the form below to create a URL for your site.
3. Add this new URL to your GitLab repository. [See how.](#)

Our recommendation for choosing a category [↗](#)

Official - reassigned when owner leaves ▾

my-service-name-docs .docs.cern.ch ▾

This is the documentation of my service X

- I have read and agreed to the [CERN Computing Rules](#) and taken into account the [design guidelines](#) for websites and the [website lifecycle policy](#).

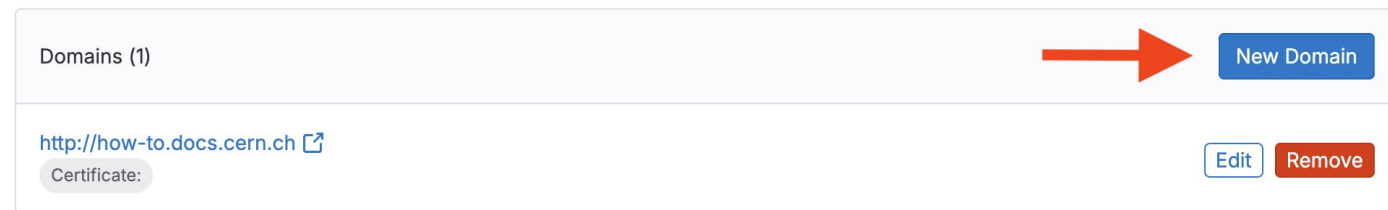
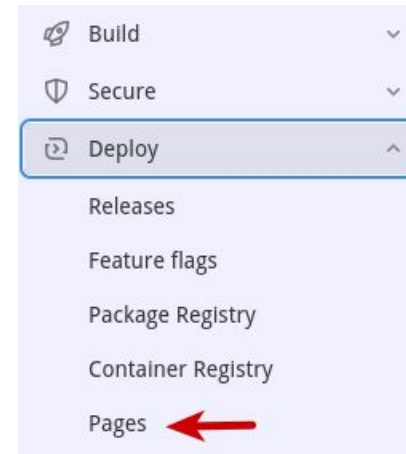
Create

How to use GitLab Pages?



4 steps necessary:

- Create a GitLab repository
- Create a website in the Web Services Portal
- Set up Pages



How to use GitLab Pages?



4 steps necessary:

- Create a GitLab repository
- Create a website in the Web Services Portal
- Set up Pages
- Create the content files



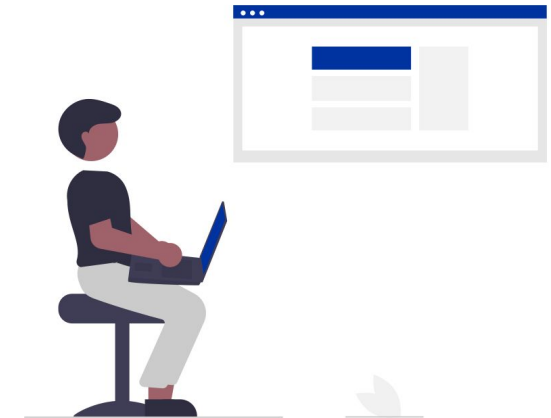
Name
..
docs
src
static
README.md
babel.config.js
docusaurus.config.js
package.json
sidebars.js
yarn.lock

How to use GitLab Pages?



4 steps necessary:

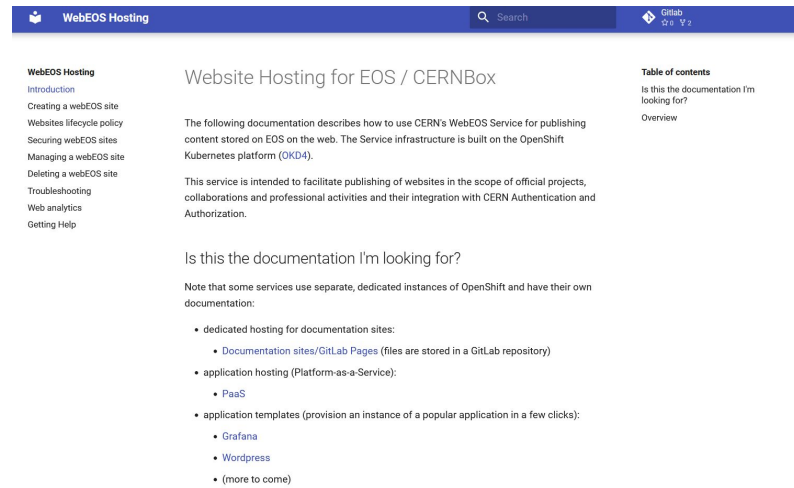
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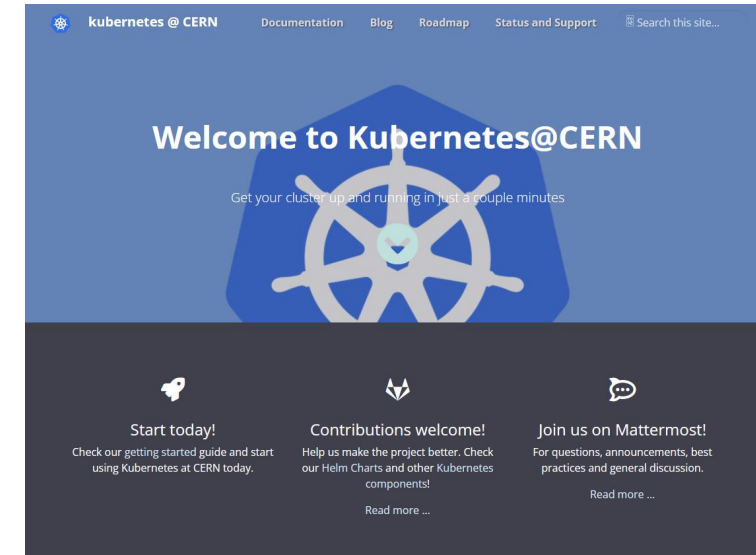
The whole process is described here:

<https://how-to.docs.cern.ch>

Examples of GitLab Pages



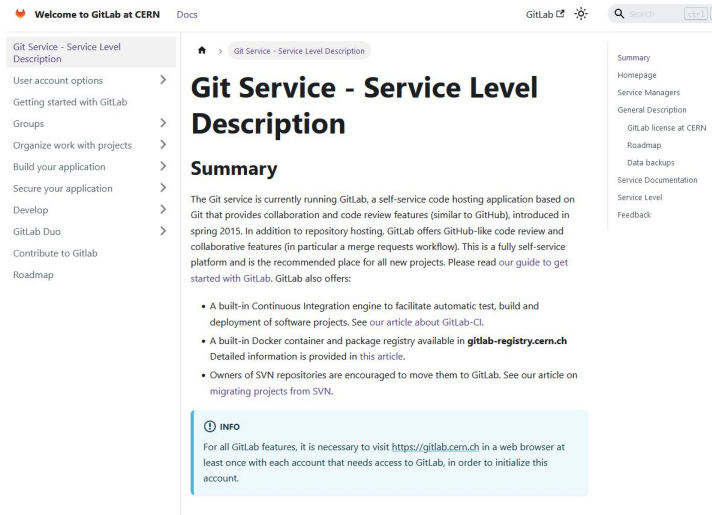
The screenshot shows a GitLab page titled "WebEOS Hosting". The page content includes a table of contents, an introduction, and a list of links for creating, managing, and deleting webEOS sites, as well as troubleshooting and analytics. The main content area is titled "Website Hosting for EOS / CERNBox" and describes how to use CERN's WebEOS Service for publishing content on EOS. It also includes a section for "Is this the documentation I'm looking for?" and a note about separate instances of OpenShift.



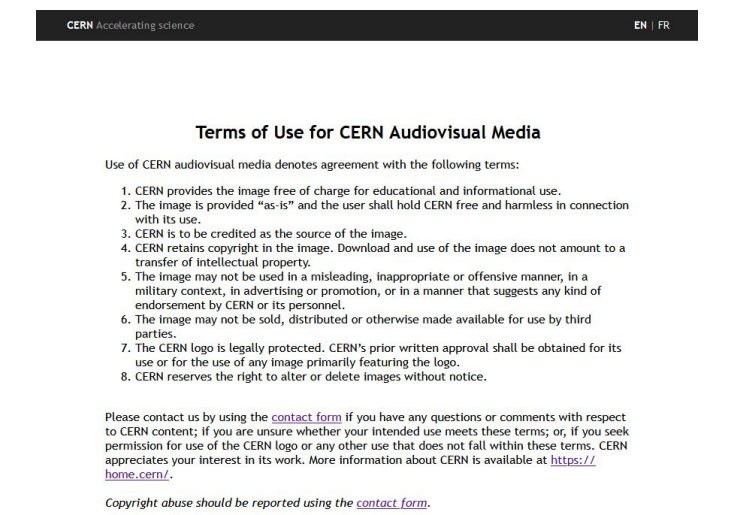
The screenshot shows the Kubernetes@CERN website. The main heading is "Welcome to Kubernetes@CERN" with a sub-heading "Get your cluster up and running in just a couple minutes". Below this, there are three call-to-action buttons: "Start today!", "Contributions welcome!", and "Join us on Mattermost!". Each button has a brief description and a "Read more ..." link.

Here are a few examples:

- Documentation pages
- Disclaimer pages



The screenshot shows a GitLab page titled "Git Service - Service Level Description". The page content includes a summary, a list of bullet points describing the service, and an "INFO" section. The summary states that the Git service is currently running GitLab, a self-service code hosting application based on Git that provides collaboration and code review features. The bullet points describe a built-in Continuous Integration engine, a built-in Docker container and package registry, and a recommendation for SVN repository owners to migrate to GitLab.



The screenshot shows the CERN Terms of Use for CERN Audiovisual Media. The page includes a list of eight terms, a section for "Use of CERN audiovisual media", and a "Contact us" section. The terms cover the use of CERN audiovisual media for educational and informational purposes, the CERN logo, and the right to alter or delete images without notice. The "Contact us" section provides a link to the contact form and a note that copyright abuse should be reported using the contact form.

That's it!



home.cern