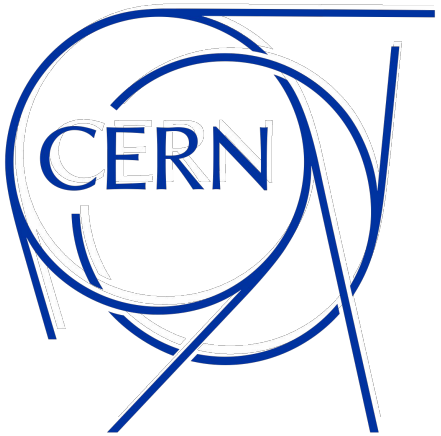


Project Management and Documentation

Francisco Borges Aurindo Barros

05/11/2024

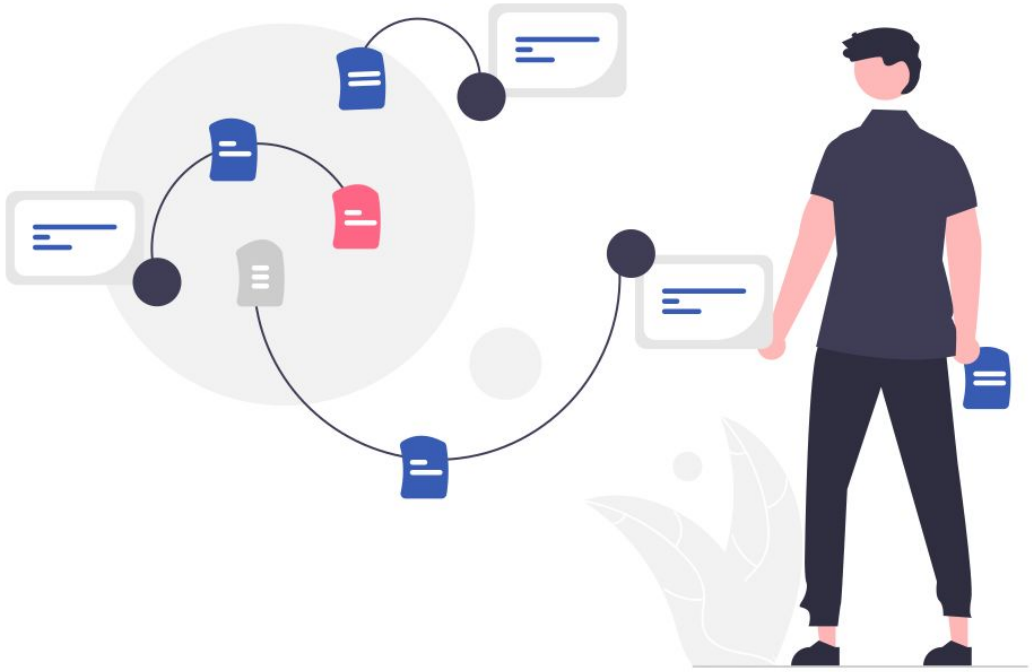
Project Management

Let’s image 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?

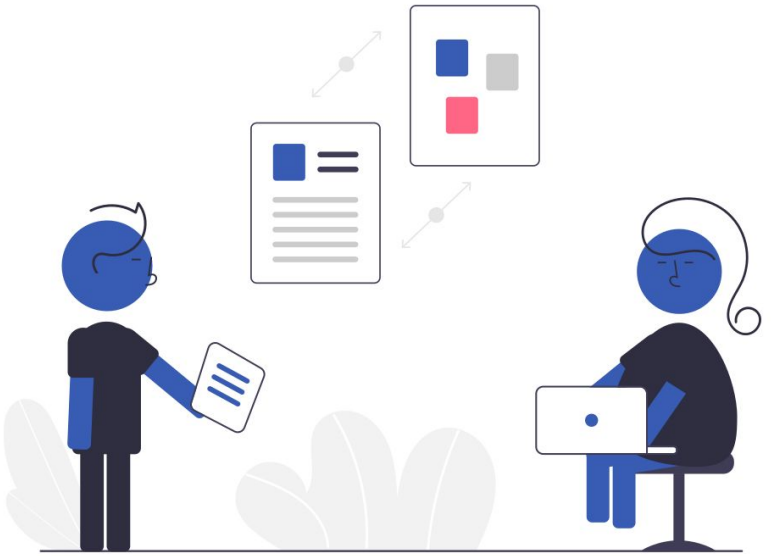


Project Management

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

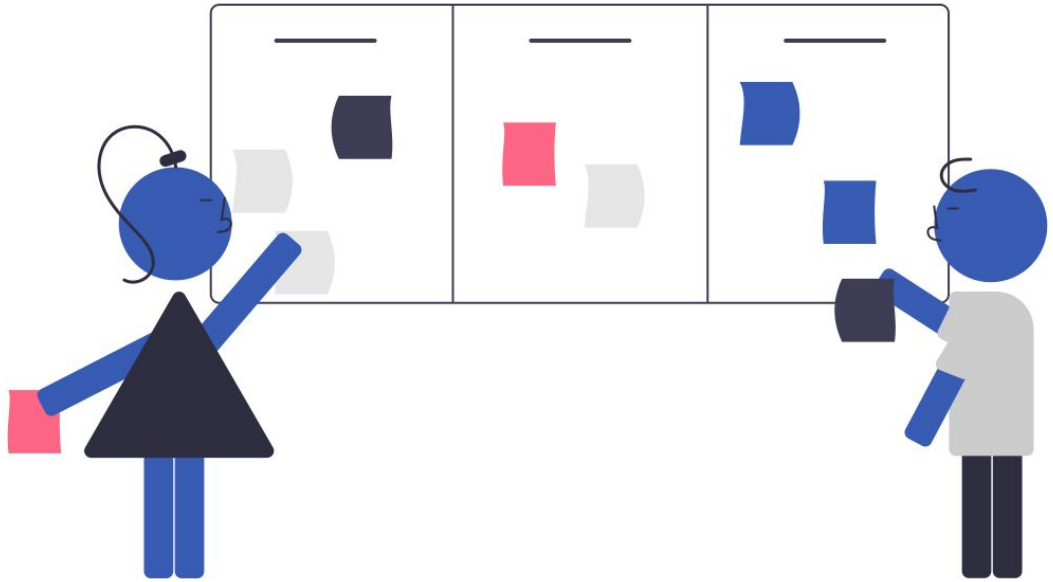
- Centralized Task/Project Management
- Workflows
- Documentation
- Reminders

So… which tools can we use?



Meet…

Jira



What is JIRA?

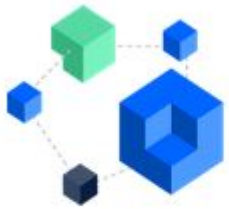
A popular tool used for project management:

- 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



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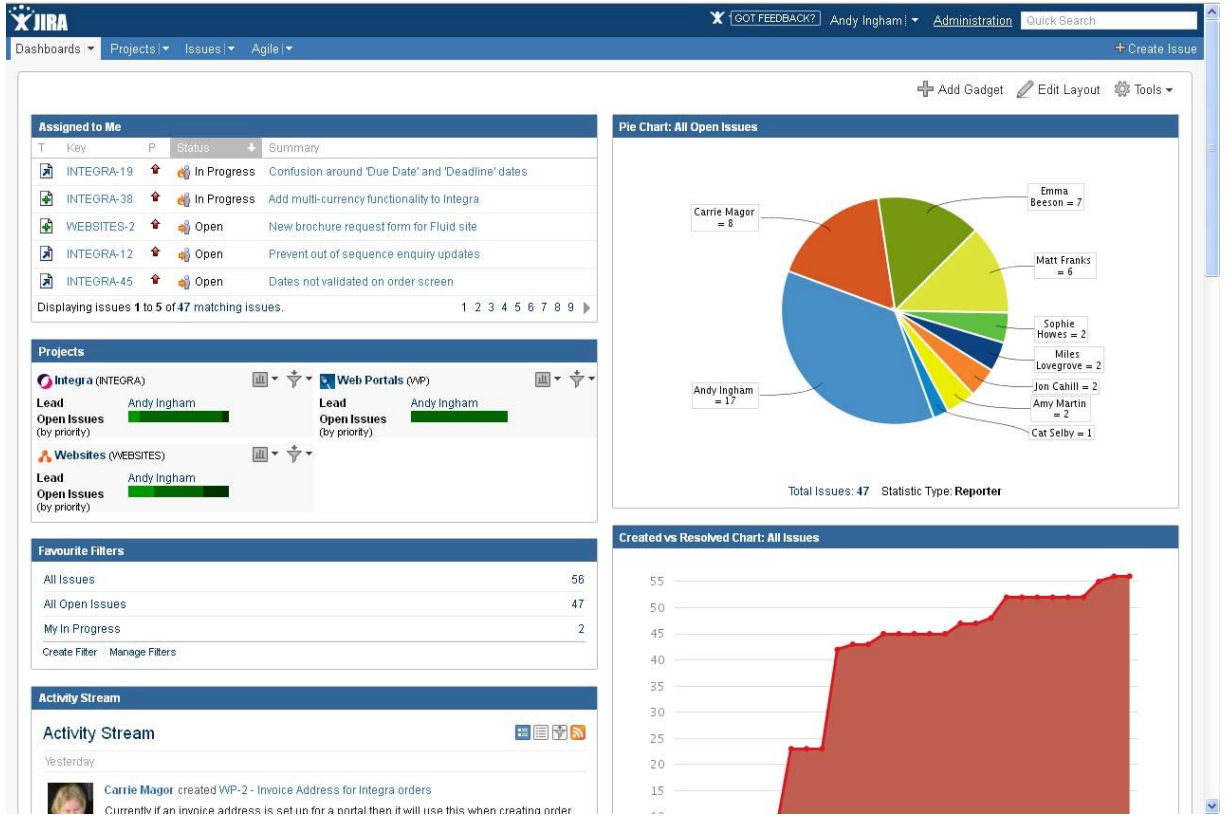
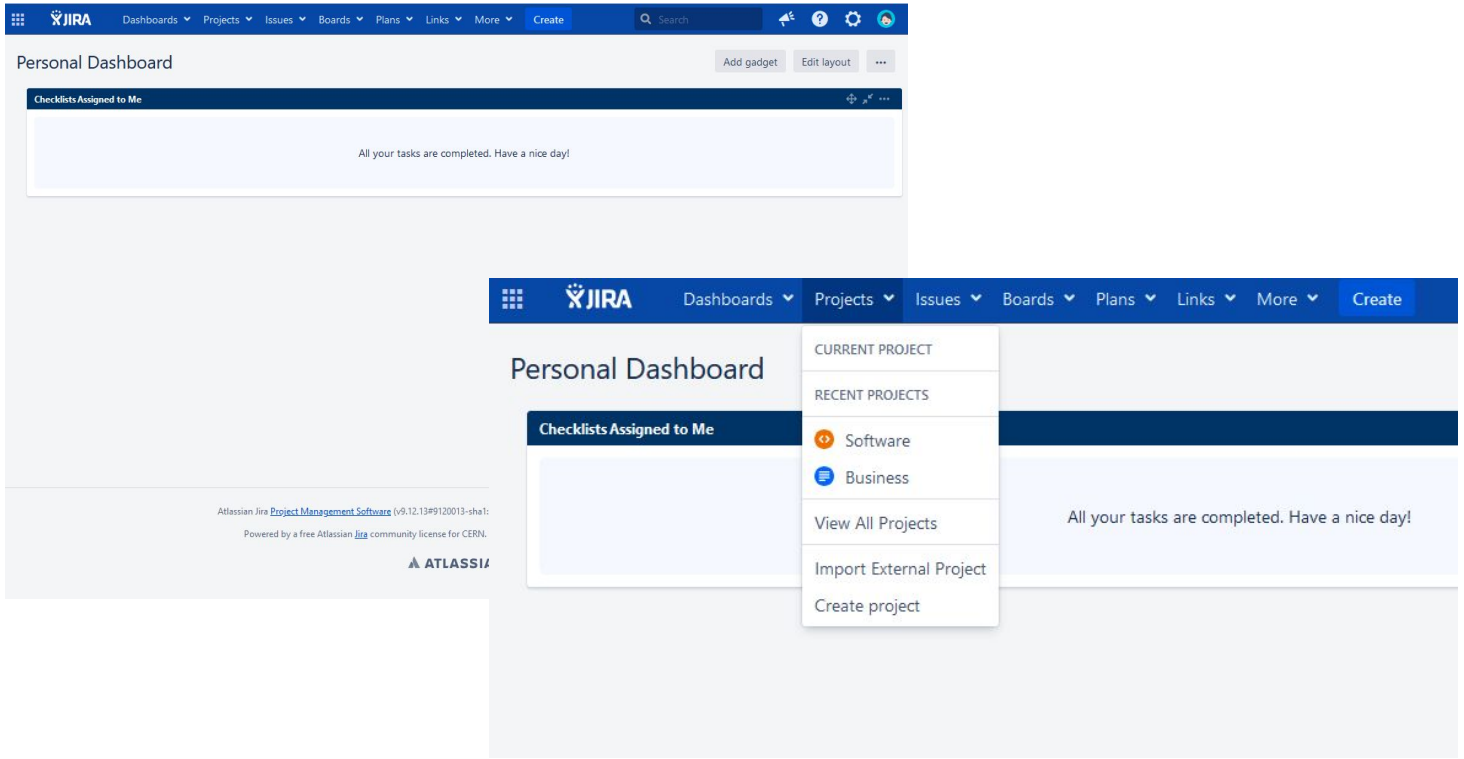
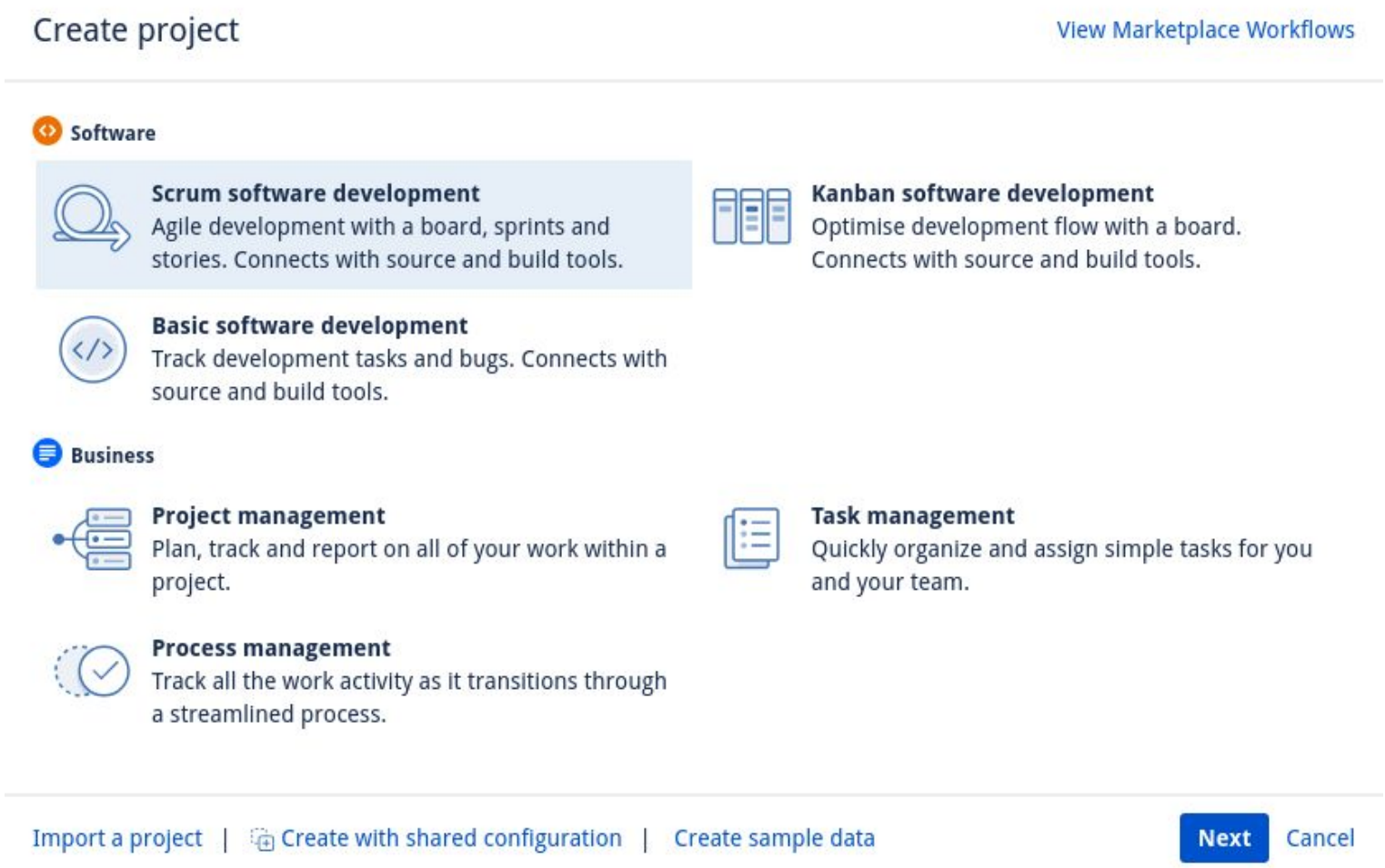


How to use JIRA

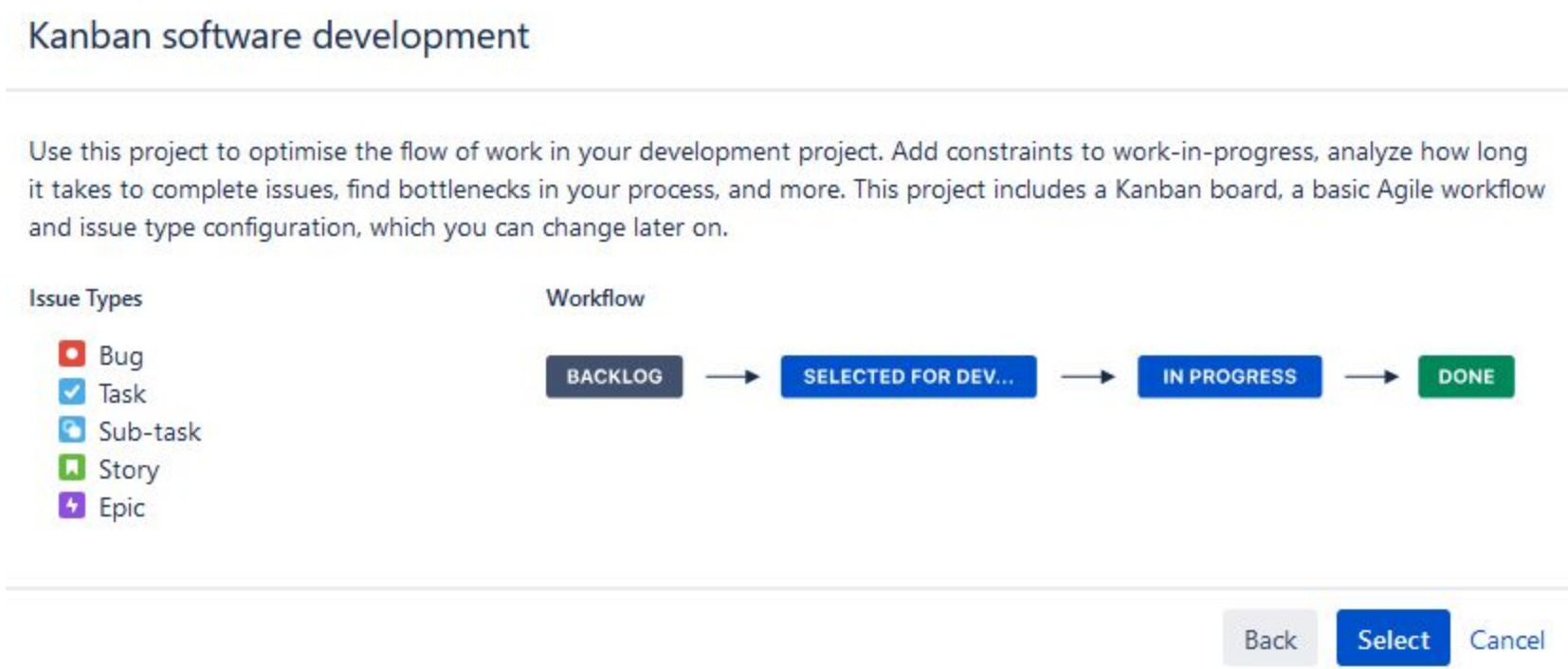
Served on the following link:
https://its.cern.ch



How to use JIRA: Project creation



How to use JIRA: Task management



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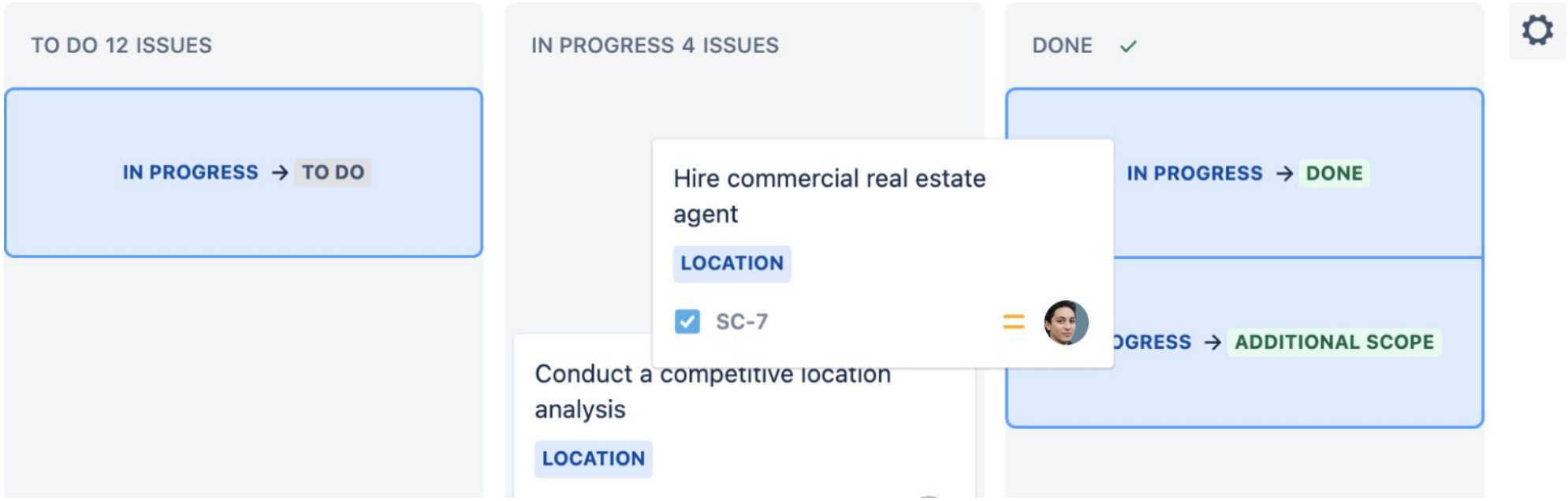

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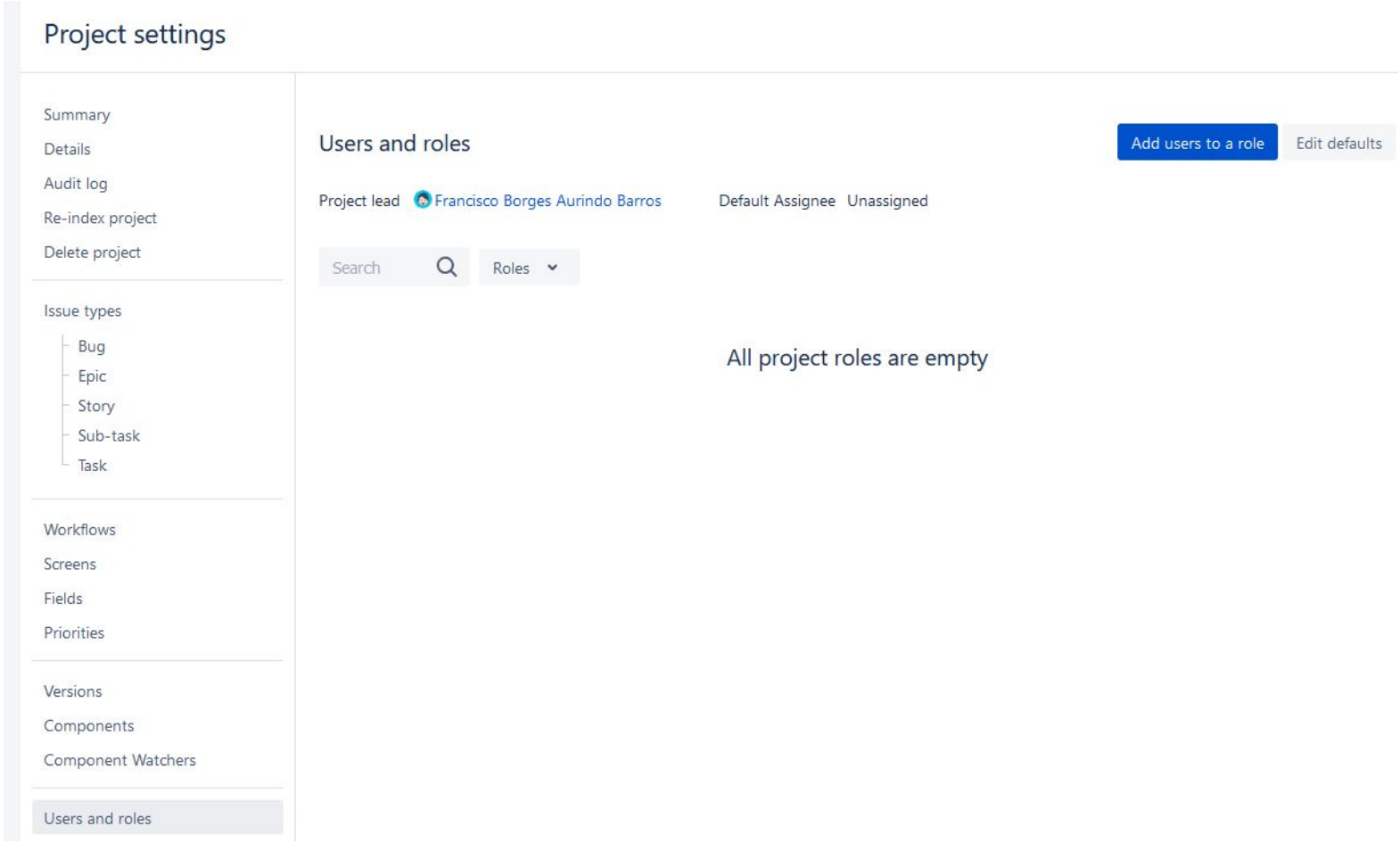

How to use JIRA, the integrations

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

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- **Gitlab**
  Detailed information on how to set up your project can be found here:
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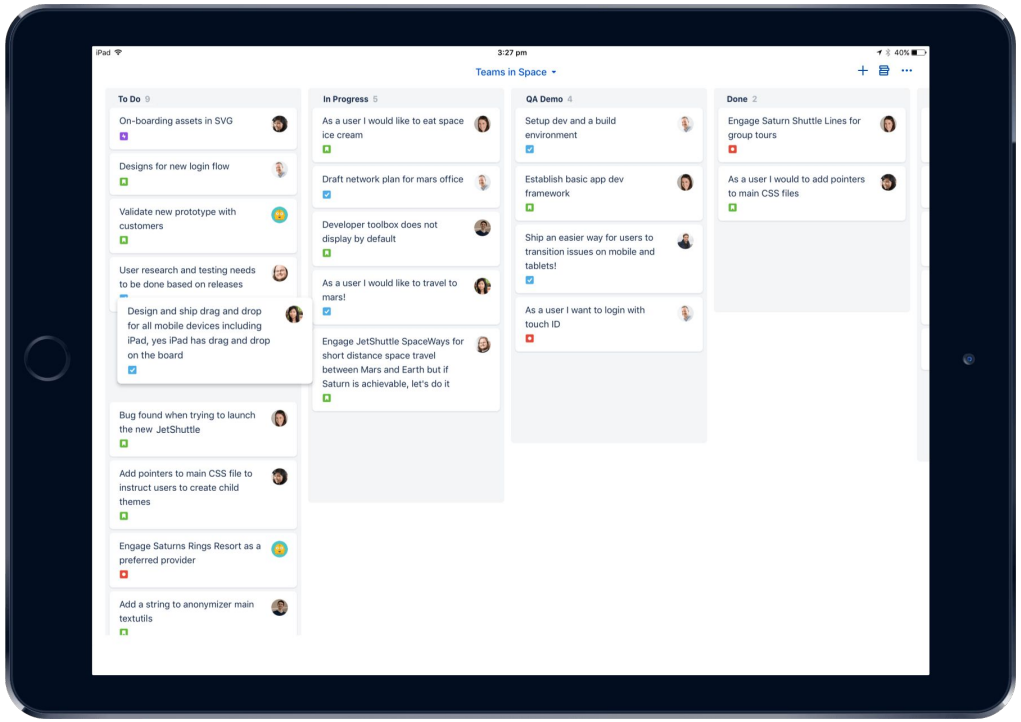
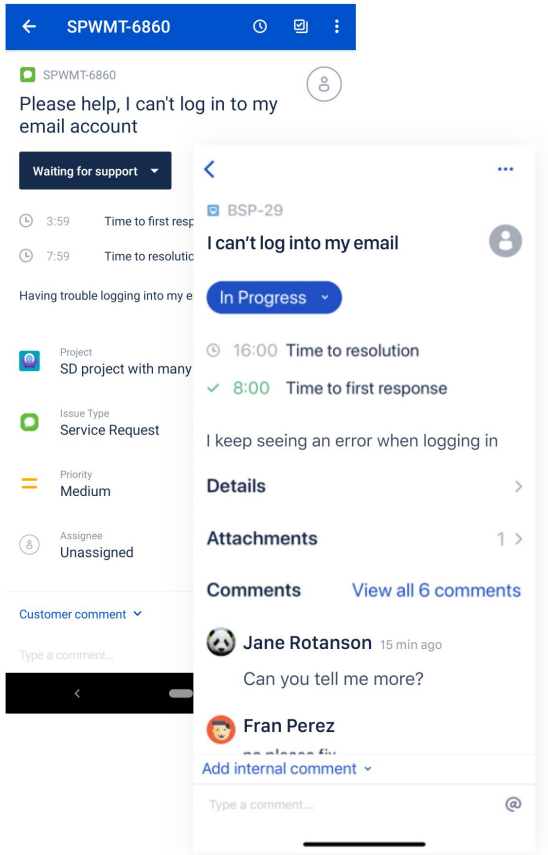
- **CERNForge**
  A web application to help users perform operations on their JIRA projects which are otherwise are only for JIRA Admins:
  https://cernforge.web.cern.ch/

How to use JIRA, the applications

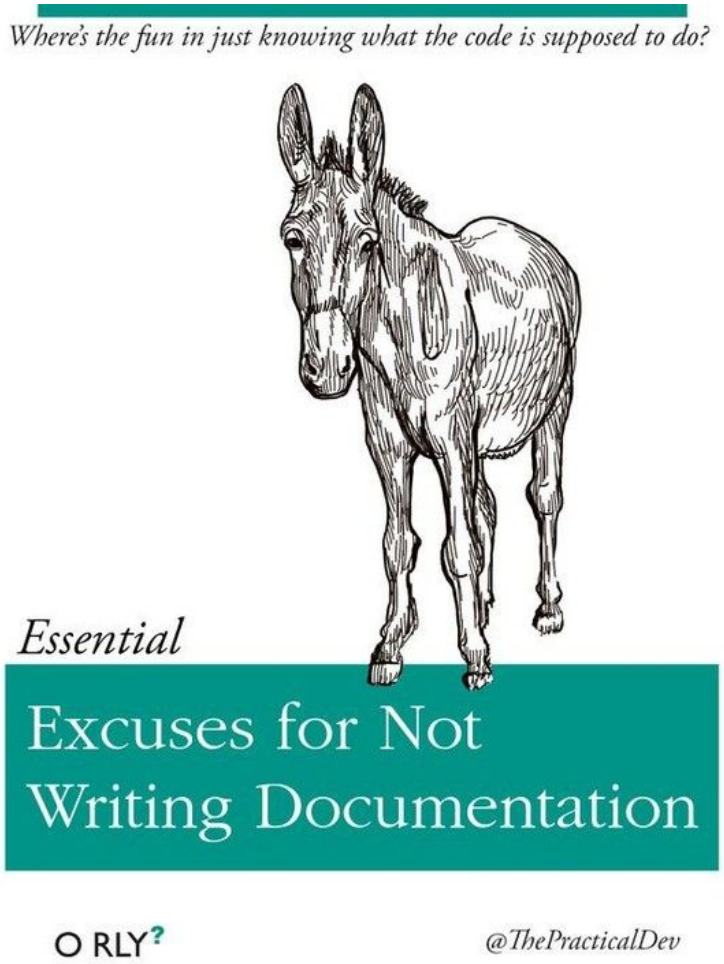
Apart from the Web Page, you can also have access to JIRA using a mobile app.





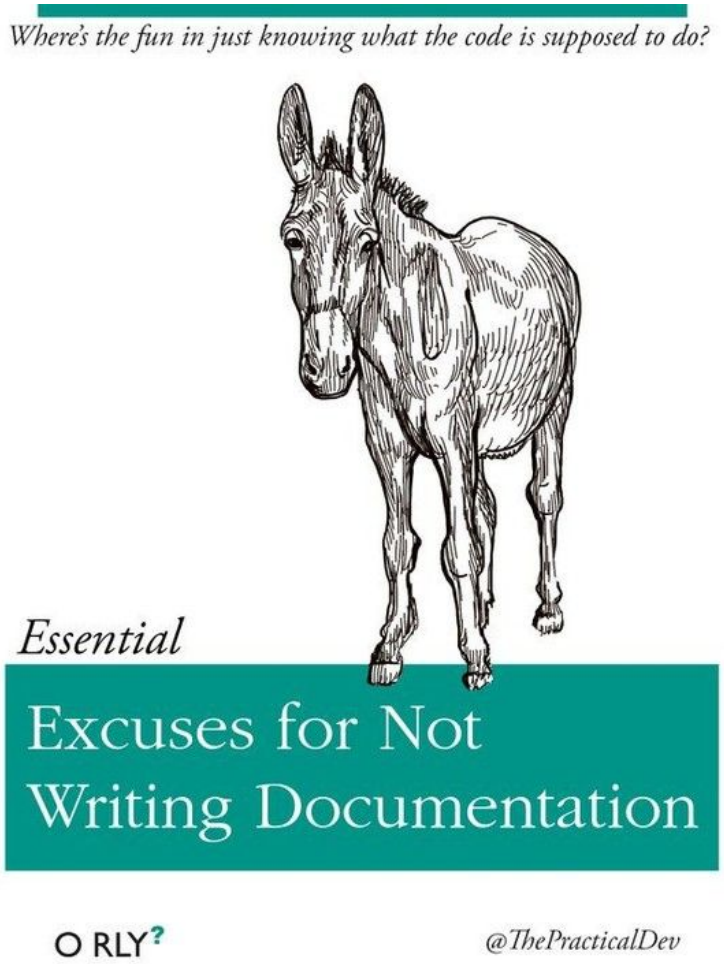
Project Documentation

I know… Writing Documentation….



I know… Writing Documentation….

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



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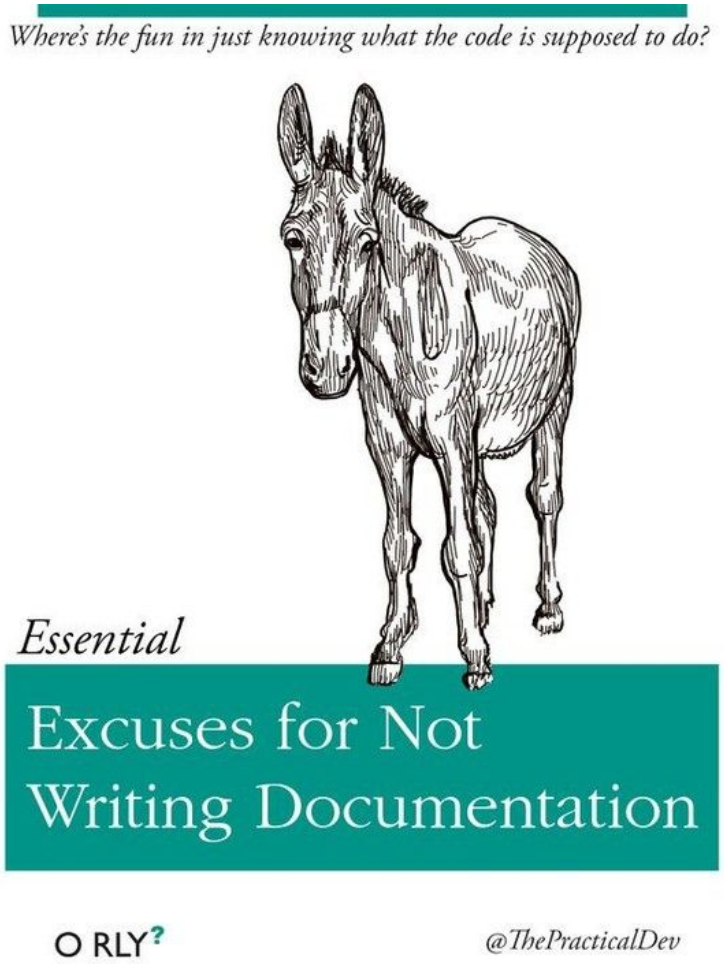
- Confluence

Very useful for internal documentation and collaboration



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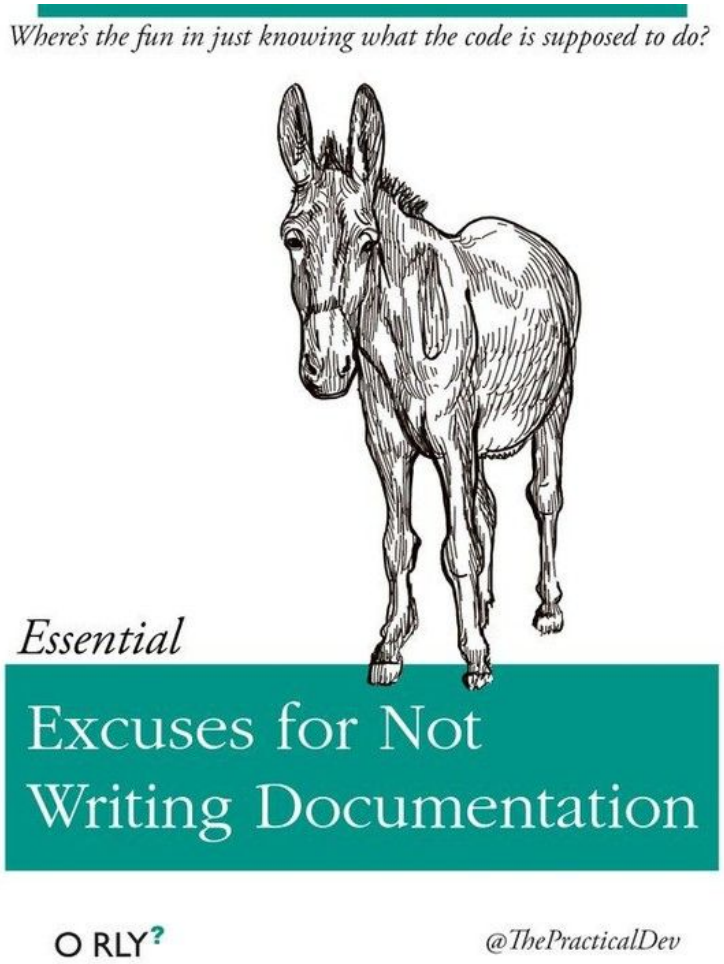
- GitLab Pages

Very common used for user documentation



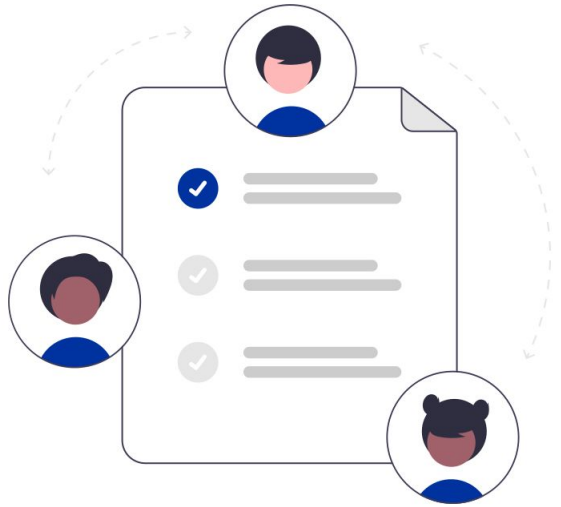
What is Confluence?

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.

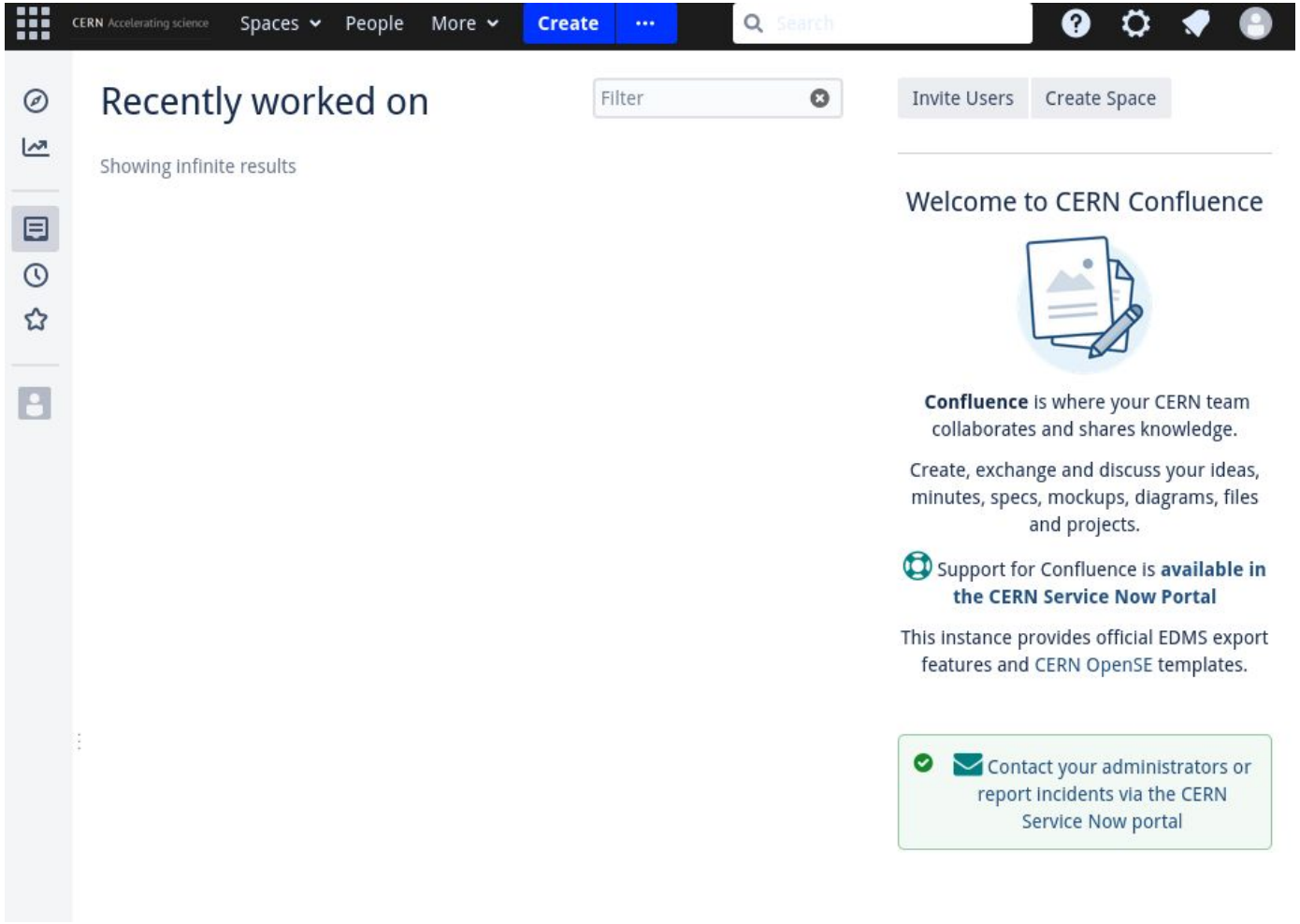
Main Purposes:

- Project collaboration
- Documentation
- Meeting notes
- Team communication



How to use Confluence

https://confluence.cern.ch/

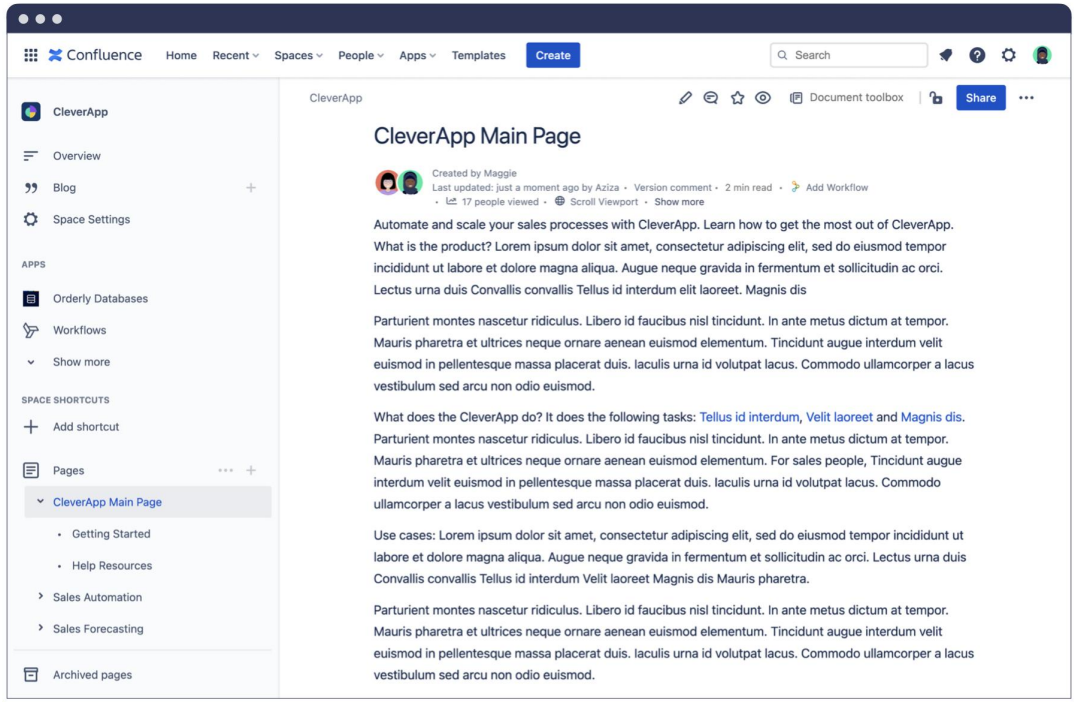


Key concepts of Confluence

Key Terms:

- **Page**

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



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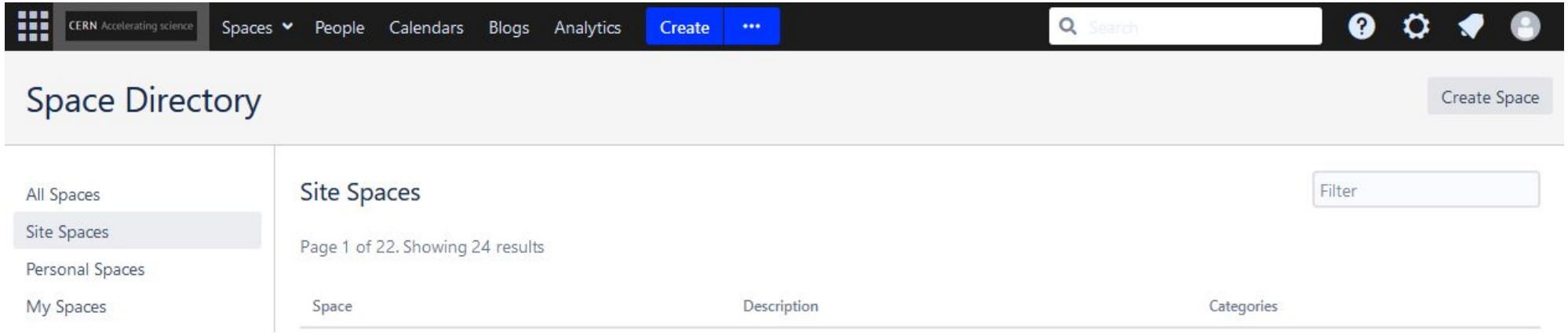
  Pages are stored in **spaces** – workspaces where you can collaborate on work and keep all your content organized.



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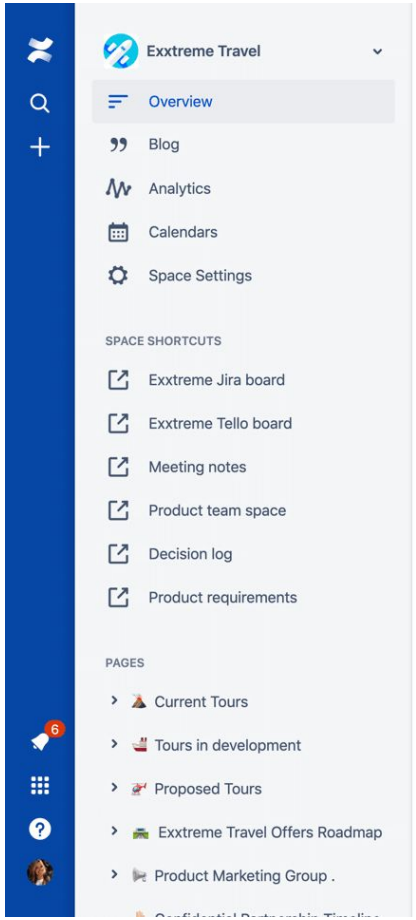
- **Page Tree**

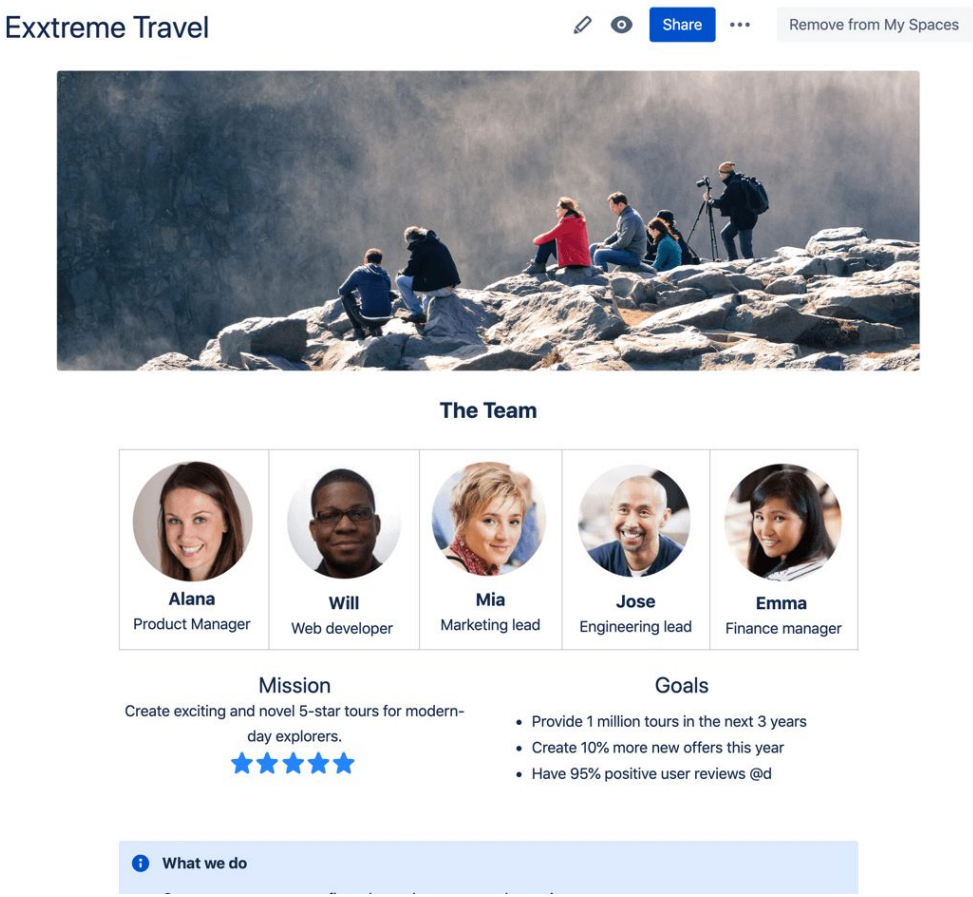
  Organize space content with a hierarchical **page tree** that makes finding work quick and easy. Nest pages under related spaces and pages to organize pages in just about any way.

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



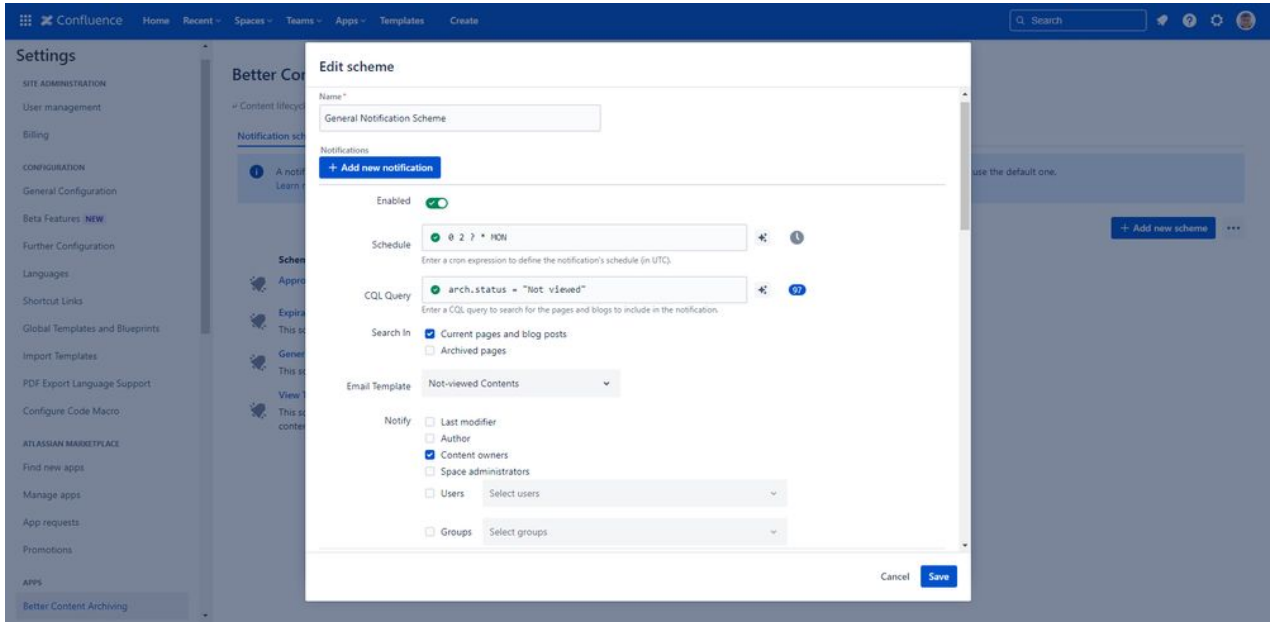


A set of recommendations:
https://support.atlassian.com/confluence-cloud/docs/set-up-your-space-homepage/

Invite the team

Edit View inline comments Save for later Watching Share ...

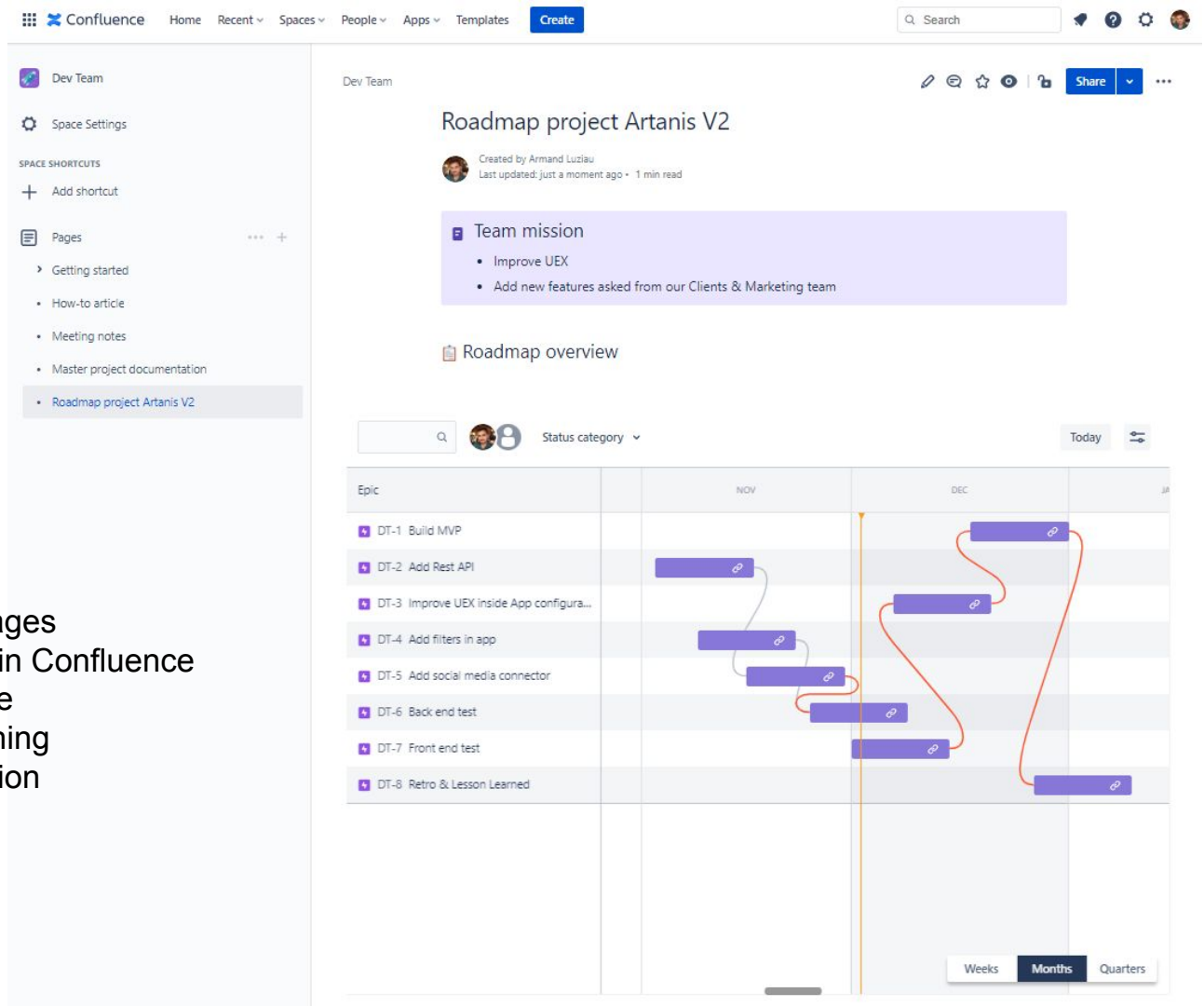
Set up notifications and reminders



The integrations on Confluence

Among others:

- JIRA



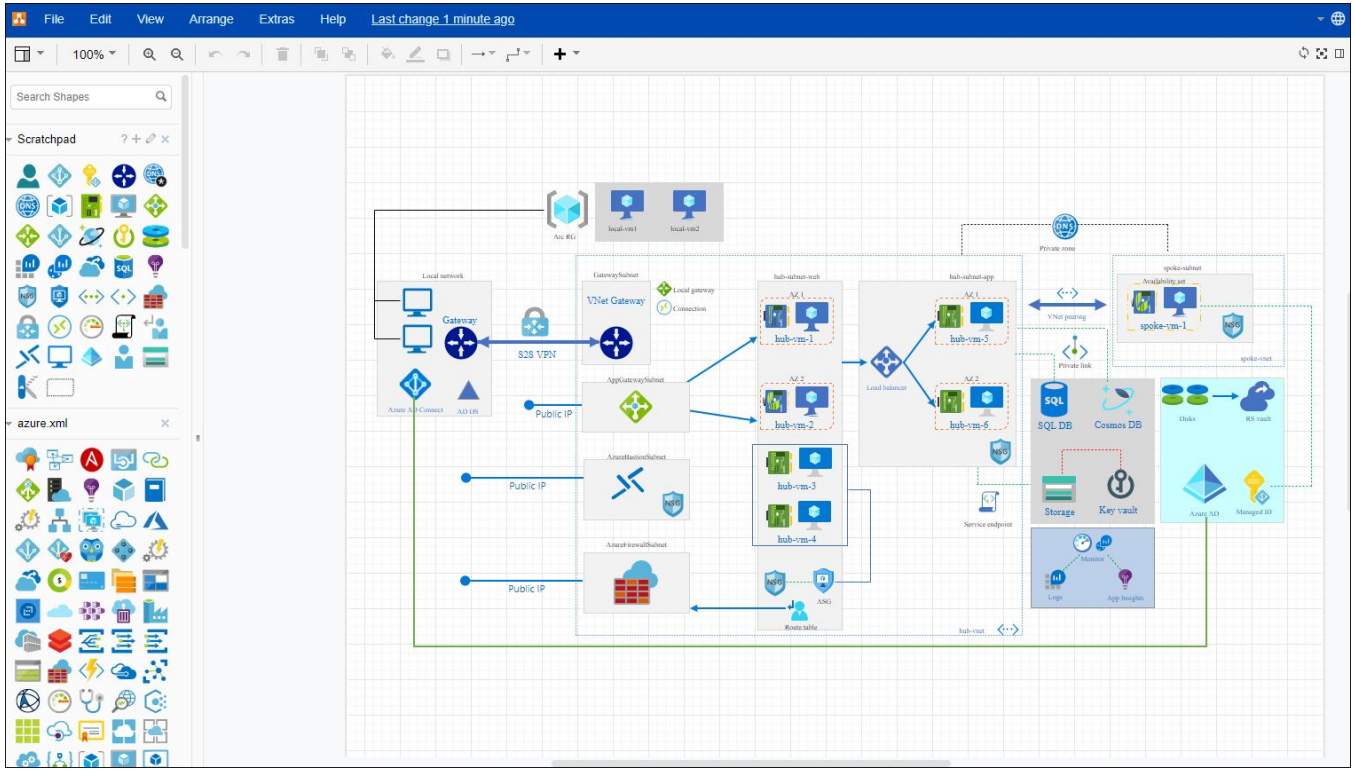
Some examples:

- 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 integrations on Confluence

Among others:

- JIRA
- Draw.io



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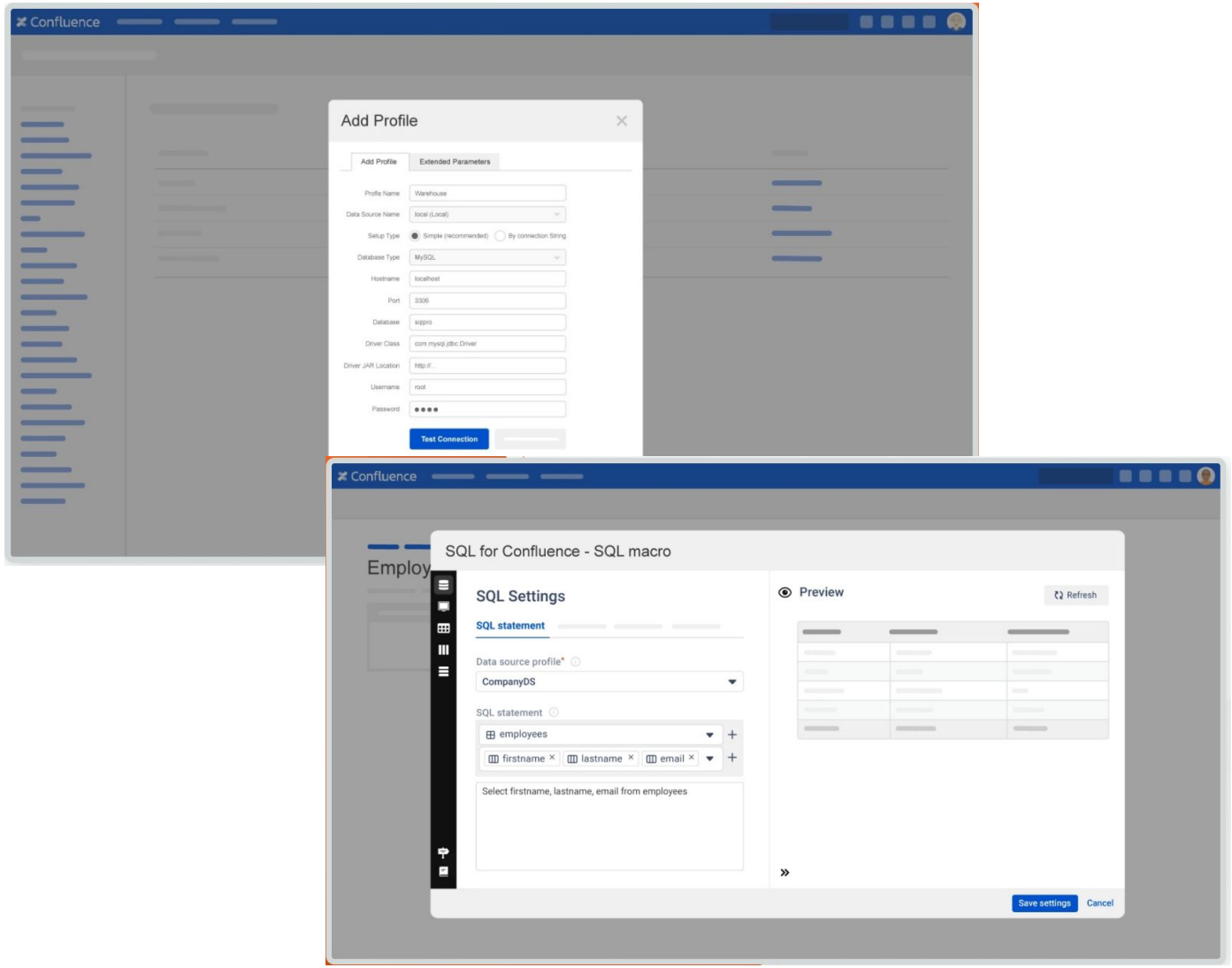

For details:
https://marketplace.atlassian.com/apps/225/sql-for-confluence-pro-edition

The integrations on Confluence

Among others:

- JIRA
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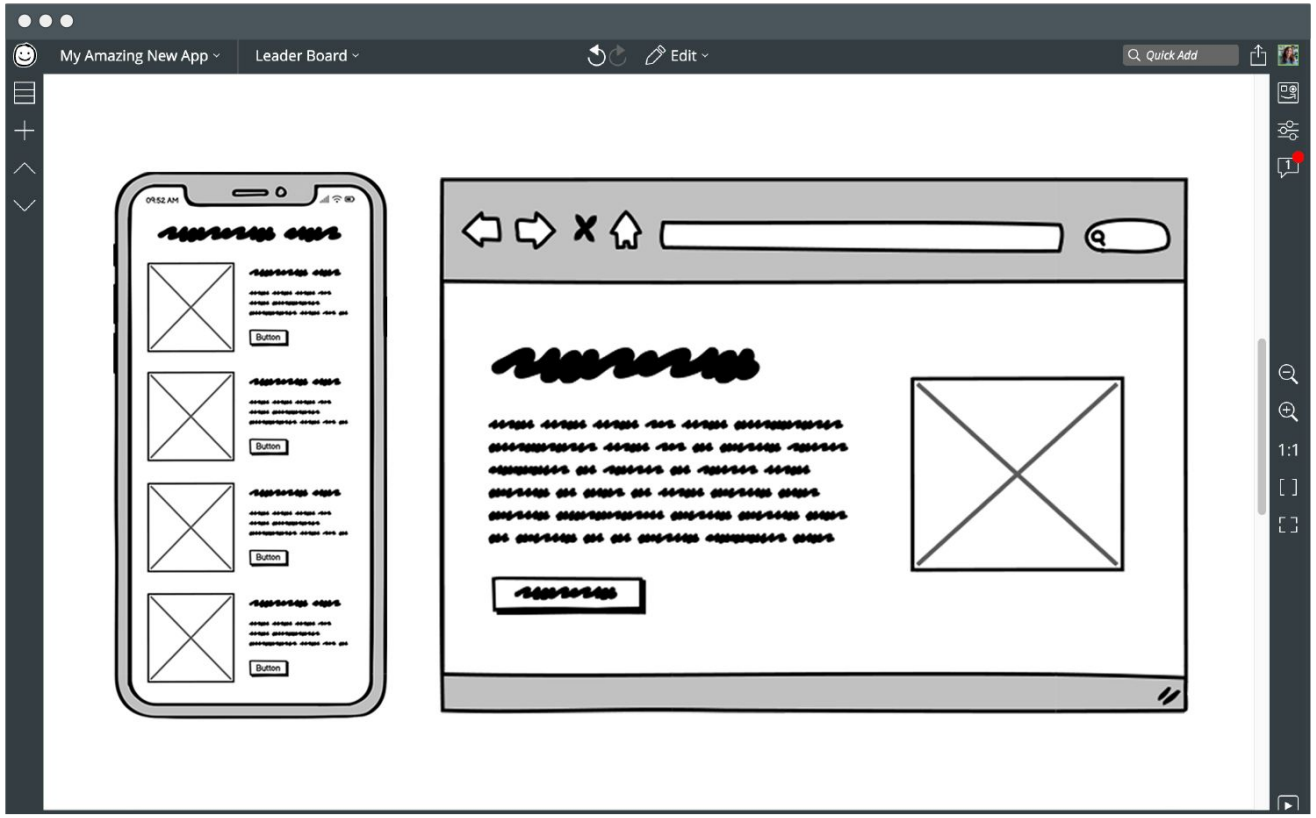
- Balsamiq Wireframes

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

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

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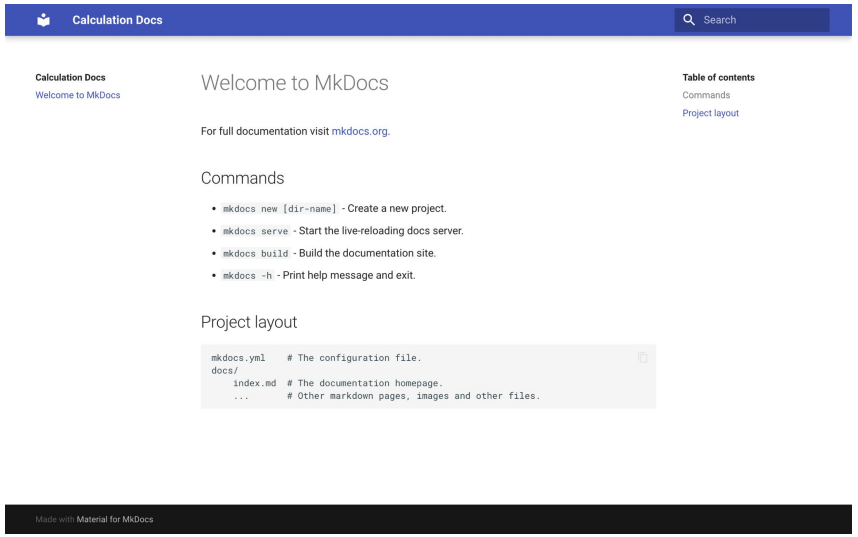

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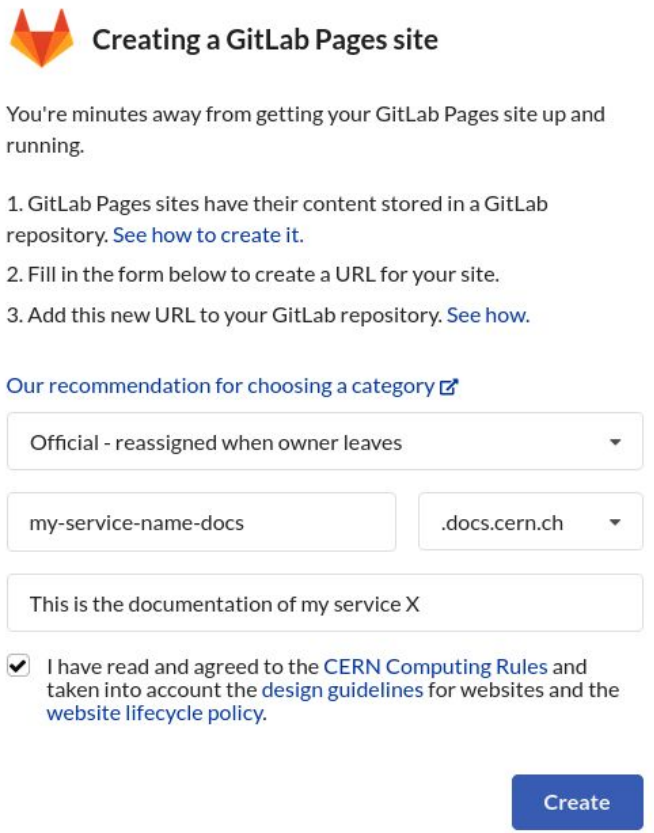

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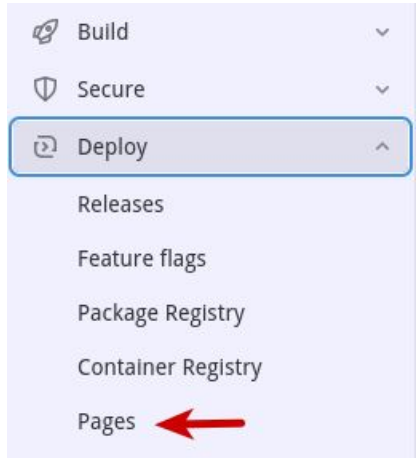
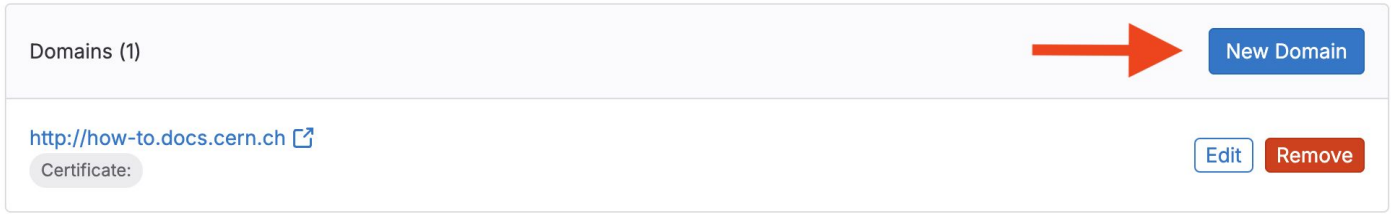
- Set up Pages





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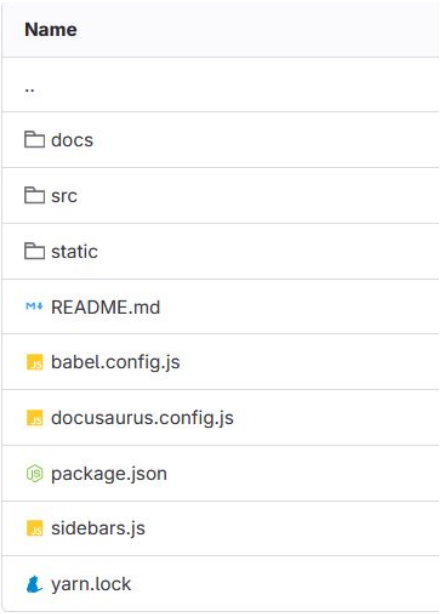

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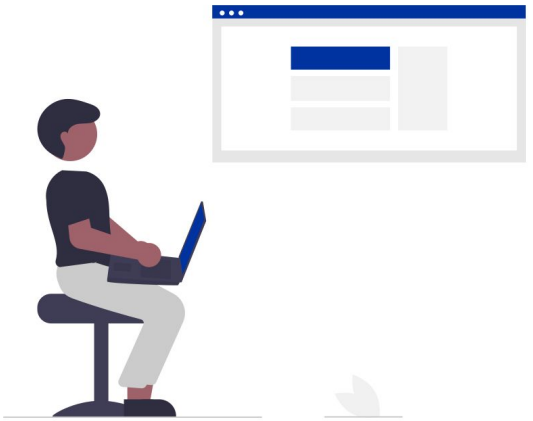
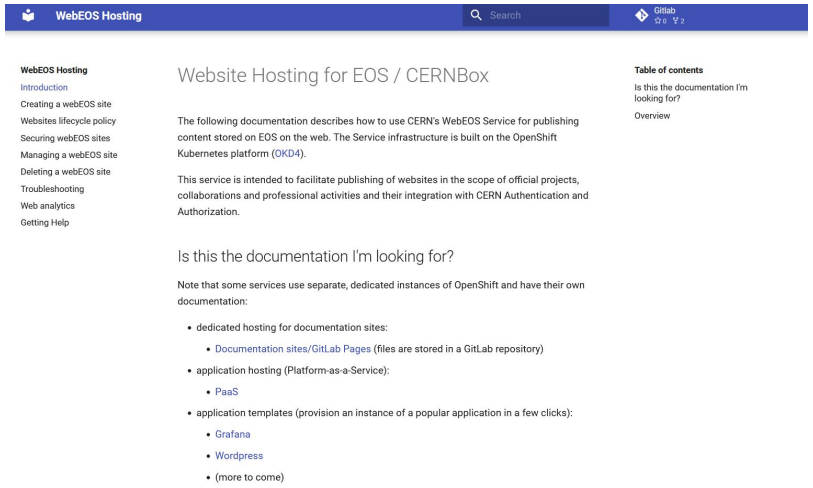


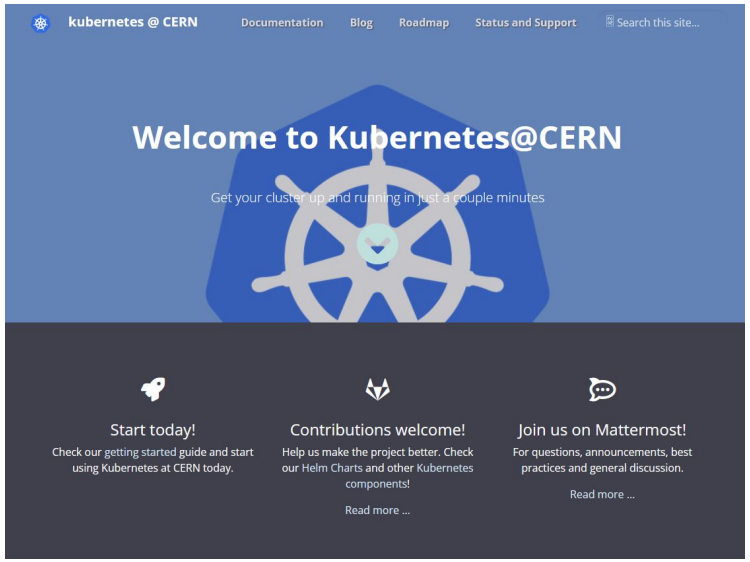
The whole process is described here:
https://how-to.docs.cern.ch

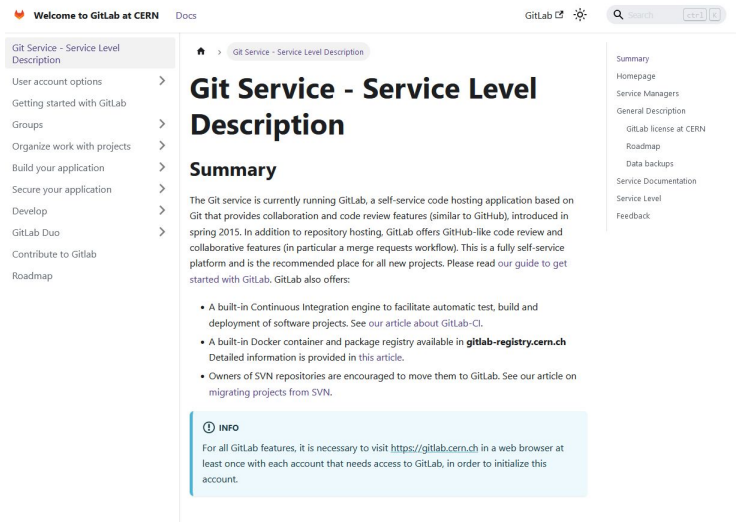
Examples of GitLab Pages

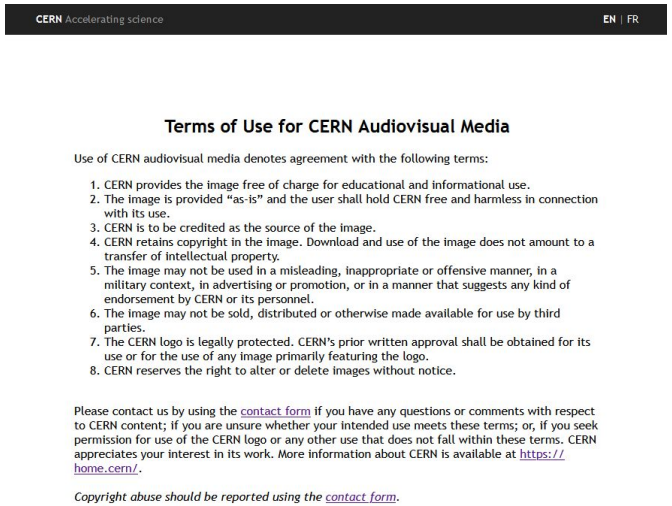
Here are a few examples:

- Documentation pages
- Disclaimer pages









That’s it!

home.cern