



Jira Administrator (WPA-JAD)

1. Discover Jira and other Atlassian Cloud products
 - Introduction to the Atlassian ecosystem
 - Helpful online resources (Atlassian Support, Community, University)
 - Jira and differences across Jira Service Management, Jira Software, Jira Work Management
 - Atlassian account and user login
 - Jira main navigation bar and administration menu
 - Personal profile settings
2. Manage Users, Groups, Global Permissions, and Roles in Jira Cloud
 - Create, edit, and delete users
 - Assign users to groups, project roles, and applications
 - Create and update groups
 - Deactivate or delete managed accounts
 - Manage global permissions
 - Manage project roles
 - Atlassian Access to manage users and groups, 2FA, SSO
3. Configure and Manage Projects
 - Create and edit a Company-managed project
 - Trash, Delete, Archive for Jira Cloud projects
 - Configure Project Details, Project leader and Project administrators
4. Configure Issue Types, Screens and Fields
 - Configure issue types
 - Configure issue screens
 - Configure issue custom fields
 - Configure custom field context

5. Configure Permission and Notification Scheme

- Configure Permissions
- Manage Permission scheme
- Configure issue workflow schemes
- Add and delete an issue workflow

6. Manage Workflows

- Manage issue workflows
- Configure advanced issue workflows
- Configure issue workflow schemes
- Add and delete an issue workflow

7. Automation

- Automation library
- Create automation
- Import Export
- Audit log and notification on Automation

8. System Administration

- Manage global settings
- Customize the layout and design of Jira applications
- Configure email in Jira applications
- Use the Jira Admin Helpers
- Back-up Jira

9. Integrate Jira with other products and apps

- Manage and install add-ons
- Manage other products (e.g. Confluence)
- Manage Application links