

Jira Work Management

Organizations everywhere are experiencing rapid digital transformation across the board in today's fast-paced technological landscape. However, this transformation is only possible with effective project and non-project task integration. This is where work management techniques and tools like [Jira Work Management](#) (JWM) come in.

Work management comprises project management, time management, resource management, process management, and business intelligence. As you can see, work management covers a vast area, and it's next to impossible to coordinate these disparate functions and deliver quality goods and services without the help of work management software.

Work management software is a digital tool that enables your team to plan and organize projects and non-project tasks. And one of the most prevalent work management tools on the market is JWM software.

So today, let's delve into how to get the most out of Jira Work Management.

The Work Management Process

Before we delve into how you can use Jira Work Management to streamline your work process, let's clearly define what that process is.

The entire work management process comprises six stages, discussed below.

Identification

The first stage of the work management process is work identification.

This step identifies the necessary tasks, how they should be carried out, and the time required to complete them. This is where all team members are introduced to the fundamentals of the project and its requirements.

Using a hypothetical software upgrade as an example, let's assume your organization wants to add more features to your software. This first stage is where you identify and define the project's scope, what these features will do, and determine the required skill sets.

Planning

After identifying what needs to be done, the next stage is to develop a comprehensive plan.

Continuing our new software features example, this is the stage where you will need to identify the resources required to add these new features. This might include budgeting, figuring out the labor force required, identifying the technology

needed to build the elements, and estimating the time it will take from planning to launch.

Scheduling

The next step is to make a schedule that's actionable and realistic.

This is where the task manager or team leader assigns the roles and responsibilities to various team members. This might include daily and weekly tasks, as well as check-ins and team meetings. The goal is to ensure that each team member knows what they're responsible for and what their deadlines are.

Proper scheduling can make or break your production timeline, as this will ensure that resources can be accessed on time, tasks are achievable, and new work is appropriately prioritized.

Execution

Execution can commence after planning and assigning the tasks to relevant team members.

Every execution plan will be different depending on your project. But whether you're operating one step at a time or asking your team members to tackle multiple tasks simultaneously, it's highly recommended for team leads to keep an eye on existing government and industry requirements.

Follow-Up

Once execution begins, it's up to the team lead to regularly follow up with their team to ensure they're on track and to address any issues.

As the project progresses, you may encounter new challenges that will require new solutions. That's why checking in at each stage is a good idea to catch any potential problems early.

Analysis

The final stage of the work management process is analysis.

This is where you analyze the data, results, and documentation gathered during the process to refine the future steps. This stage will help you evaluate your process's efficacy and make necessary adjustments.

Ask questions like:

- What unforeseen challenges popped up?
- What can we do to streamline the process for next time?
- What are the strengths and areas of improvement of each team member involved?
- If we could redo the project, what would we do differently?

Jira Work Management Tips and Tricks

Jira Work Management is designed to help you implement the six stages of work management. But, if that's all you're doing, you won't be getting the best out of JWM.

Here are some more tips and tricks to cut downtime and increase the effectiveness of your team and your organization's work management.

Use Templates

JWM offers 23 marketing, human resources, finance, design, operations, legal, and sales [templates](#). You can use a template that meets your requirements and start without having to design from scratch.

JWM templates come with industry-standard workflow and configurations, such as custom fields, issue types, and permissions. They ensure you're working with up-to-date industry standards, allowing you to provide optimum services to your customers.

Leverage Automation

Jira Work Management also has an automated library. Select from pre-made rules or create your own custom rules to automate repetitive tasks. Automating this task minimizes human input and human errors. Automation cuts time spent on mundane and repetitive critical tasks, freeing time to focus on improving services and producing high-quality products.

Connect tools like Slack, Microsoft Teams, and email service providers to JWM and enable your team to communicate in real-time from within your platform.

Involve the Business Team

Business and technical teams often communicate using different terms, which can be a considerable barrier to collaboration. But optimal delivery of services demands effective communication within the organization.

JWM translates vocabulary and language to team-specific terms, so your business team can communicate and collaborate with the technical team flawlessly. For example, your business team can use "Issue" to report a problem, translating to "Bug" for the software development team.

Custom Workflows

JWM offers many customization options for your workflow. With these options, you can edit and create advanced workflows representing your organization's work process – ensuring you match the needs of various teams and projects. You can also view and track every project and its issues from creation to completion.

Exploit New Views

Jira Work Management holds raw data of projects and non-projects stacks, like time management and resource management. This allows for the option to view your projects in many different ways.

For example, setting your view to graphs can give you insights that you might miss – or that would take a long time to spot – when just looking at a spreadsheet, allowing you to allocate appropriate resources to projects and teams quickly.

Increase Reporting

Another way to get the most out of JWM is to use the custom dashboards to make resource requests for your project. This informs your team leader of what the group needs to complete a task or project.

Ask for Help

With JWM, there's no need to grind to a halt when you encounter an obstacle. Atlassian and its trusted partners, like Methoda, are there to help. Both Atlassian and Methoda offer resources and documentation to help you work through your hurdles while showing you how to get the best out of JWM. They also have a strong user community, so you can connect with people and resources to help you overcome obstacles.

Conclusion

Jira Work Management enables all the teams within your business to connect and collaborate. With JWM, your team can plan and organize projects and non-project tasks to achieve your organization's objectives. Today, we covered some tips and tricks to getting the most out of Jira Work Management – including tapping into the community for help.

Methoda offers [expert consulting services](#) for all Atlassian products, including Jira Work Management. To learn more about how JWM can help your business, check out [Methoda](#) today.