

Jira for beginners: Scrum sprints, story points, Kanban columns and WIP limits on one page

The steps from the free Jira for Beginners course, practised there on real Jira Cloud screens (Free plan).

New words

Space

What Jira used to call a project. **Team-managed** is the simple choice for one team.

Work item

What Jira used to call an issue.

Story points

A rough size (1, 2, 3, 5, 8), not hours.

Run a sprint (Scrum)

1. + next to Spaces > **Software development** > **Scrum** > **Use template** > **Team-managed**.
2. Backlog: create work items and add a **Story point estimate** to each.
3. A new space already has an empty Sprint 1: select items, ... > **Move work item** into it.
4. **Start sprint**: 2 weeks by default, add a one-line goal, **Start**.
5. Move cards by dragging or with ... > **Change status**. Done = the rightmost column.
6. **Sprint insights** shows progress and the burndown. **Complete sprint** moves open items on.

Remember: Finish before you start: plan each sprint from the points you finished last time, or cap the work in progress per column.

Kanban with a WIP limit

1. **Kanban** > **Use template** > **Team-managed**.
2. Add a column with +, set its **Status category**, then ... > **Move column left**.
3. **In Progress** > ... > **Set column limit**, Maximum 4. Over the limit the header icon turns red.

Reports

- No Reports tab? + > **Reports** > **Add to navigation**.
- **Cumulative flow diagram**: a band that keeps widening is where work piles up.
- **Cycle Time Report**: days from start to Done (team-managed spaces have no control chart).

Practice it free: Jira: Plan and Run Your First Sprint at learn.ynteractive.com/modules/jira-scrum-first-sprint. This sheet: learn.ynteractive.com/content/cheat-sheets/jira-sprint-and-kanban. the Ops practice team is a made-up business from the lesson. By Robert Breen, October 23, 2026.