



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

Mobile: +254 721 214 795

Email: info@pebblesinstitute.org

Digital Project Delivery Using Jira, Asana & Trello

Duration: 5 days

On-Site

01 Who Should Attend

- Team leaders and supervisors
- Agile practitioners and Scrum teams
- Business analysts and product managers
- Operations and administrative managers
- IT and software development teams
- Consultants and project support professionals
- Professionals managing remote or hybrid teams
- Organizations transitioning to digital project management
- Anyone seeking practical skills in Jira, Asana, and Trello

02 About the Course

This practical training course equips participants with the skills to effectively use **Jira, Asana, and Trello** to plan, organize, track, collaborate on, and deliver projects successfully. It combines project management concepts with hands-on application of three widely used digital project management platforms. Participants will learn how to configure projects, create and assign tasks, manage workflows, prioritize activities, monitor progress, collaborate with teams, track deadlines, and generate useful project insights. The course is suitable for organizations seeking to improve project visibility, team accountability, productivity, and delivery through digital project management tools.



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03 Workshop Objectives

- Understand the core principles of Agile and Scrum.
- Differentiate between Jira, Asana, and Trello.
- Set up and manage projects using Scrum and Kanban boards.
- Create and prioritize product backlogs and user stories.
- Conduct effective sprint planning and retrospective meetings.
- Track project progress using dashboards and reports.
- Master task management and workflow automation.
- Collaborate effectively with team members and stakeholders.
- Use key features for reporting and performance analysis.
- Implement best practices for Agile project delivery.

04 Module Topics

Module 1: Agile Fundamentals

- The Agile Manifesto and its principles
- The difference between Agile and traditional methods
- Key Agile frameworks: Scrum and Kanban
- The roles and responsibilities in an Agile team
- Introduction to user stories and epics

Module 2: Introduction to Jira

- Navigating the Jira interface and dashboards
- Setting up a new project in Jira
- Understanding issue types and workflows
- Creating and managing your first user stories
- Customizing your project board

Module 3: Scrum in Jira



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- The Scrum framework and its ceremonies
- Creating a product backlog in Jira
- Planning and running a sprint
- Tracking sprint progress with burndown charts
- Conducting a sprint review and retrospective

Module 4: Kanban in Trello

- Understanding the Kanban methodology
- Setting up a project board in Trello
- Using cards and lists for task management
- Collaborating with team members on Trello
- Implementing automation and power-ups

Module 5: Project Management with Asana

- Asana's interface and project views
- Creating projects and tasks in Asana
- Managing dependencies and timelines
- Using Asana for team communication
- Automating workflows with Asana rules

Module 6: Advanced Jira Features

- Creating custom fields and screen schemes
- Configuring advanced workflows
- Using Jira Query Language (JQL) for searching
- Setting up dashboards and reports
- User permissions and security settings

Module 7: Backlog and Story Refinement



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- Techniques for effective backlog grooming
- Writing clear, concise user stories
- Estimating task effort and story points
- Prioritizing the product backlog
- Involving the team in the refinement process

Module 8: Sprint Management in Practice

- Facilitating a productive sprint planning meeting
- Managing tasks within a sprint
- Handling unexpected roadblocks and scope creep
- Running daily stand-up meetings
- Tracking team velocity and performance

Module 9: Reporting and Metrics

- Creating and interpreting burndown charts
- Generating project reports in Jira and Asana
- Measuring team velocity and throughput
- Using metrics to identify bottlenecks
- Communicating progress to stakeholders

Module 10: Collaboration and Communication

- Using comments and mentions for clear communication
- Integrating tools with Slack or Microsoft Teams
- Best practices for remote Agile teams
- Facilitating effective online meetings
- Managing stakeholder expectations

Module 11: Task and Workflow Automation



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- Setting up basic automation rules in Jira and Asana
- Automating card movements in Trello
- Using templates for repetitive tasks
- Automating notifications and reminders
- Building custom workflows

Module 12: Scaling Agile

- Understanding scaling frameworks like SAFe
- Managing multiple Agile teams
- Using a "team of teams" approach
- Synchronizing releases and dependencies
- Best practices for scaling Agile in an organization

Module 13: Project Closeout and Retrospectives

- Conducting a comprehensive retrospective
- Using AI tools to summarize retrospective feedback
- Documenting lessons learned for future projects
- Closing out projects effectively
- Celebrating successes and recognizing contributions

Module 14: Integrating Tools

- Connecting Jira with Trello and Asana
- Using third-party integrations for added functionality
- Exporting data from one tool to another
- Building a seamless project management ecosystem
- Troubleshooting common integration issues

Module 15: Case Studies and Scenarios



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- ▶ Analyzing real-world project scenarios
- ▶ Applying Agile principles to a case study
- ▶ Hands-on exercises using all three tools
- ▶ Troubleshooting common project management problems
- ▶ A day in the life of an Agile team