

Jira Instance Maintenance & Cleanliness Rules

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To ensure our Jira instance remains organized and efficient, please follow these guidelines:

1. Scheme Management

- **Separate Schemes:**
All schemes (Issue Type, Priority, Workflow, Screen, Field Configuration) should be created separately for each project.
- **One Scheme per Project:**
Only one scheme should be associated with each project.

2. Project Creation

- **Project Naming:**
The project name should clearly relate to your business work or function.

3. Scheme Naming Conventions

Use the following nomenclature when creating schemes for your project:

Issue Type Scheme

- Always create a separate scheme for your project.
- **Format:**
Project Key-Issue Type Scheme

Priorities Scheme

- Always create a separate scheme for your project.
- **Format:**
Project Key-Priority Scheme

Workflow Scheme

- Always create a separate scheme for your project.
- **Formats:**
 - Project Key-AllIssueTypes-Workflow (For All Issue Types)
 - Project Key-Bug-Workflow (For Individual Issue Types)
 - Project Key-Workflow Scheme

Screen Scheme

- Always create a separate scheme for your project.
- **Formats:**
 - Project Key-Bug-CreateScreen (For separate screens)
 - Project Key-Bug-EditScreen
 - Project Key-Bug-ViewScreen
 - Project Key-Bug-Screen Scheme
 - Project Key-Issue Type Screen Scheme

Field Configuration

- Always create a separate scheme for your project.
- **Formats:**
 - Project Key-Bug-Field Configuration (For issue type-specific configuration)
 - Project Key-Field Configuration (For all issue types)
 - Project Key-Field Configuration Scheme

Note:

Following these rules will help maintain a clean, scalable, and manageable Jira environment. Please ensure compliance with these guidelines for every new project and scheme creation.