

# ACP-120 Jira Cloud Administration

V1 | July 2020

User Features (10-15% of the exam)
Translate business requirements into appropriate JQL queries
Manage shared filters and dashboards and identify the outcome of filter subscription configurations
Describe the results and implications of a bulk change operation
Configuring Global Settings and User Communications (5-10% of the exam)
Modify Jira general configuration settings according to requirements (look and feel options, default language, user default settings, system dashboard)
Given a scenario, determine changes to attachment options, issue links, and time tracking
Product and Project Access and Permissions (30-35% of the exam)
Describe methods of sign up, authentication, and user management
Compare appropriate membership of administrator groups in Jira Cloud, including site and organization admin
Determine the appropriate use of product access, groups, roles, project and global permissions
Troubleshoot issues with product access, groups, roles and permissions
Determine the impact of deleting/deactivating a user or group
Recognize the impacts of changes and configurations available to Jira's user default settings and personal settings
Configure and troubleshoot issue-level security settings in a project
General Project Configuration (10-15% of the exam)
Describe how to manage general project configurations (e.g. project details, project sidebar)
Determine project configuration based on business requirements (modifying an existing project, creating a project from shared configurations or a project template)
Describe how versions are managed in Jira
Determine how to create and configure project components and auto-assignment
Describe the features of a next-gen project
Given requirements determine whether to use a next-gen or classic project
Issue Types, Fields and Screens (15-20% of the exam)
Implement changes to statuses, resolutions, priorities, translations, issue types and sub-tasks

For classic projects, identify the appropriate issue type configurations to satisfy business requirements
Determine the impacts of modifying or moving active issue types and schemes
For classic projects, determine the correct configuration of a field, considering field context, field configuration (scheme) and screens (schemes)
For classic projects, troubleshoot the correct configuration of a field, considering field context, field configuration (scheme) and screens (schemes)
Workflows and Classic Projects (5-10% of the exam)
Given business requirements, determine the appropriate Jira workflow configuration (triggers, conditions, validators, post-functions, events, properties)
Troubleshoot workflow configurations
Notifications and Email (5-10% of the exam)
Given business requirements, recommend the appropriate project notifications including events
Troubleshoot issues with notifications including events
Identify and troubleshoot the configuration of an incoming mail handler
Administering and Extending Jira (5-10% of the exam)
Demonstrate how to appropriately configure issue collectors
Describe methods for backing up and restoring content