Exam Topics: ACP-600 Project Administration in Jira Server

Issue Date	Exam Validated for Product(s)
15 Apr 2020	Jira Server Enterprise Releases

This document contains two sections: Important Concepts to Master, and Exam Topics.

The Important Concepts to Master section is intended to guide your additional exploration of the exam topics, to prepare you as fully as possible for the exam.

Exam topics are subject to change. Visit atlassian.com/certification to ensure you have the most up-to-date topics.

Important Concepts to Master

Which configurations (schemes, versions, components, etc) are shared versus unique when new projects are (1) created from template or (2) with a shared configuration?
Who can change a Project Key, and what are the effects on issues in the project?
Which project details can be added and changed by Project Administrators?
What are the uses of Project Category in Jira?
What features are available for Jira Software projects, and to users who have Jira Software application access (as compared to just Jira Core)?
What is the importance of the Browse Projects permission?
How do combinations of permissions work together to enable specific actions?

For example:

- o What permissions are needed to Move Issues?
- o What permissions are needed to Edit or Delete All Worklogs?
- o What permissions are needed to rank issues in the backlog?
- o What permissions are needed to assign issues to yourself?
- o What requirements must a user meet in order to use a particular workflow transition?

What is an Issue Collector and what permissions are needed to configure it?

Where are all the places you need to look to fully identify what permissions a particular user has?

What are the use cases where it is best to use Project Roles rather than Groups?

Which business requirements necessitate the use of separate issue types in a project (e.g. different screens, workflows, etc.)?

What is the relationship between screens, screen schemes and issue type screen schemes?

- o How are they related to field configurations?
- o How do you determine the maximum number of screens possibly used in a project (for issue operations and workflow transitions)?
- o Who can make changes to screens, screen schemes and issue type screen schemes?

What are all the various factors that influence whether a field is visible on a screen?

When is it best to use components, and when is it best to use a custom field instead?

What are the features, uses, limitations/restrictions of workflow changes, especially the Simplified Workflow?

1. Who can change the Simplified Workflow? What are the limitations on changes to the Simplified Workflow?
2. What changes can be performed on statuses and transitions?
3. What things may need to be updated as a result of workflow changes of any kind?
4. What workflow changes can be done through the board by board administrators?
5. What types of workflow changes can Project Administrators make if Extended Project Administration is enabled?

How do these settings affect notifications?
- o AutoWatch setting
- o My Changes setting
- o Share This Issue
- o @Mentions
- o Filter Subscriptions

What are the configuration options for all the out-of-box reports and gadgets (except Agile reports and gadgets)? What is their behavior and expected results?

How are valid JQL queries written? What operators and arguments are valid for various JQL functions (e.g. membersOf(), StartOfDay(), WAS, CHANGED, etc.)

Which export options are available are available from the Issue Navigator?

Exam Topics

Roles, Permissions and Issue Level Security (25-35% of exam)

Given business requirements, determine appropriate permissions for project team members

Determine if and how issue-level security should be configured in a project

Manage project role membership

Troubleshoot issues with roles, permissions and issue security and escalate if required

Project Configuration (5-15% of exam)

Describe how versions are managed in Jira

Given requirements, determine how to create and configure project components and auto assignment

Describe how to manage general project configurations (e.g., project details, project sidebar)

Describe the use of schemes and the implications of using project templates

Issue Types, Workflows, Fields, Screens and Notifications (35-45% of exam)

Given business requirements, determine the appropriate issue types

Given business requirements, determine the appropriate Jira workflow configuration

Given a scenario, determine the appropriate method to edit project workflows to meet business needs

Given business requirements, determine appropriate screen configuration
Given business requirements, determine appropriate field configuration
Given business requirements, determine if and how to add fields to project screens
Given business requirements, recommend the appropriate project notifications
Troubleshoot issues with notifications, workflows, fields and screens

Reports, Dashboards and JQL (10-20% of exam)

Determine an appropriate dashboard configuration
Identify the appropriate project reports
Translate business requirements into appropriate JQL queries

Global Configuration (1-5% of exam)

Given a scenario, select changes to issue links, time tracking, priorities and resolutions