

# ACP-120 Exam Topics v2

## Jira Administration for Cloud

V2 | April 2021

*\*Language updated effective 15 April 2021*

*\*\*New topic added effective 1 June 2021*

<b>User Features (10-15% of the exam)</b>
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
<b>Configuring Global Settings and User Communications (5-10% of the exam)</b>
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
<b>Product and Project Access and Permissions (30-35% of the exam)</b>
*Demonstrate understanding of Jira Cloud user management
*Determine appropriate administrator privileges
*Configure product access, groups, roles, project and global permissions
*Troubleshoot product access, groups, roles, project and global and permissions
*Determine the impact of removing or suspending user access and deleting groups
Recognize the impacts of changes and configurations available to Jira's user default settings and personal settings
*Configure and troubleshoot issue-level security

<b>General Project Configuration (10-15% of the exam)</b>
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 team-managed project
*Given requirements determine whether to use a company-managed or team-managed project
<b>Issue Types, Fields and Screens (15-20% of the exam)</b>
Implement changes to statuses, resolutions, priorities, translations, issue types and sub-tasks
*For company-managed projects, identify the appropriate issue type configurations to satisfy business requirements
Determine the impacts of modifying or moving active issue types and schemes
*For company-managed projects, determine the correct configuration of a field, considering field context, field configuration (scheme) and screens (schemes)
*For company-managed projects, troubleshoot the correct configuration of a field, considering field context, field configuration (scheme) and screens (schemes)
<b>Workflows and Automation** (5-10% of the exam)</b>
*Determine an appropriate workflow configuration for company-managed projects
Troubleshoot workflow configurations
**Configure and troubleshoot automation rules
<b>Notifications and Email (5-10% of the exam)</b>
Given business requirements, recommend the appropriate project notifications including events

Troubleshoot issues with notifications including events
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Identify and troubleshoot the configuration of an incoming mail handler
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<b>Administering and Extending Jira (5-10% of the exam)</b>
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Demonstrate how to appropriately configure issue collectors
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Describe methods for backing up and restoring content
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