GUIDES BY ROLE

Training kit: Contributor

A printable page: programme, checklist and exercises on a demo site.

CONTRIBUTOR Last updated : 29 October 2026

CONTRIBUTOR **Duration** : 20 min. **Goal** : Provide the right evidence, in the right place, on time.

Role guide · Download the PDF

✓ **Print**

Use Print (Ctrl+P or ⌘P) then "Save as PDF": the page is formatted for paper.

Before the session

- □ A demo Jira where the app is installed, with fictitious data (never your production site).
- □ An account that holds the role being studied.

Programme

Time	Content	Pages
5 min	What is assigned to you: My work and assigned controls	My work, Controls
10 min	Adding dated evidence	Evidence
5 min	Reading a failing test	Tests and continuous monitoring

Checklist

- □ I can open what is assigned to me
- □ I know what good evidence is: dated, named, recent
- □ I know evidence cannot be removed once added
- □ I know whom to ask for read access

Exercises on the demo site

1. Add "Document" evidence with an https:// address to a demo task.
2. Open a control and find its expected evidence.
3. Find a failing monitor in Tests and read its detail.

What the app does not do

It never says the organization is compliant; it removes no access in Jira; it sends nothing to the authorities. See the role guide for the limits specific to this role.