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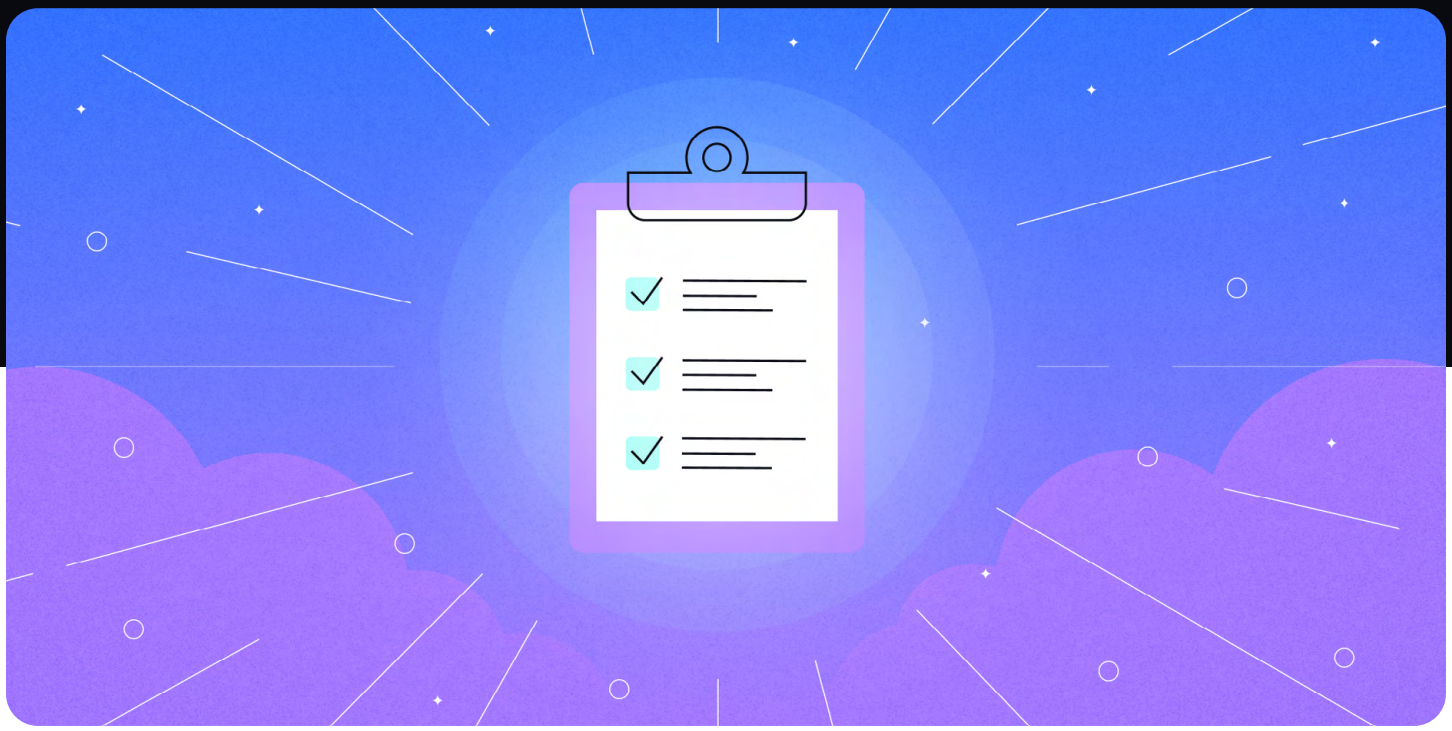
Jira Cloud migration checklist

Plan your Atlassian Data Center to Cloud migration with a clear view of your apps, dependencies, risks, and goals before you start.



1. Define your migration goals and what success looks like

- [ ] Define business, operational, and technical goals for the migration
- [ ] Identify stakeholders and decision-makers responsible for migration outcomes
- [ ] Build your migration team, including internal teams and, if needed, Solution Partners, app vendors, and Atlassian
- [ ] Determine migration scope (full or partial data migration)
- [ ] Confirm your Data Center to Cloud migration approach
- [ ] Document key risks, dependencies, constraints, and competing priorities that could impact migration
- [ ] Define a communication plan for stakeholders and users

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2. Inventory and assess your apps early

- [ ] Inventory projects, configurations, workflows, integrations, and apps in your current environment
- [ ] Identify redundant, outdated, or unused projects, configurations, and data that can be archived or removed
- [ ] Identify how each app is used and which teams rely on it
- [ ] Confirm whether each app is still needed
- [ ] Check Cloud availability and supported migration paths for each app
- [ ] Evaluate feature parity and known differences between Data Center and Cloud
- [ ] Identify dependencies between apps, workflows, and integrations
- [ ] Contact app vendors for heavily used or business-critical apps to identify migration considerations, limitations, and potential risks
- [ ] Flag apps that require replacement, redesign, or additional validation

3. Prepare and simplify your environment

- [ ] Upgrade Jira Data Center and apps to supported versions
- [ ] Remove unused apps, schemes, and configurations
- [ ] Archive or remove unnecessary projects and data
- [ ] Back up the source application and test the restore process
- [ ] Set up and configure the Cloud environment
- [ ] Align system settings and user management between Data Center and Cloud
- [ ] Define user migration and identity strategy (SSO, domains, permissions)

4. Finalize migration and app decisions

- [ ] Confirm your app migration strategy (migrate, replace, or retire each app)
- [ ] Validate migration assumptions with stakeholders and app owners
- [ ] Identify risks tied to app functionality and performance in Cloud
- [ ] Resolve naming conflicts and configuration overlaps

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5. Test and validate in a Cloud environment

- [ ] Run test migrations in a staging or sandbox environment
- [ ] Validate app functionality, integrations, and workflows in Cloud
- [ ] Execute functional and data validation test cases
- [ ] Identify and resolve issues before production migration
- [ ] Repeat testing until migration results are consistent and stable
- [ ] Finalize rollback and launch plan

6. Execute migration

- [ ] Freeze changes in the source system before migration
- [ ] Execute the migration plan according to schedule
- [ ] Monitor logs, performance, and data integrity during migration
- [ ] Validate successful data transfer and application functionality

7. Optimize after migration

- [ ] Remove duplicate or unused configurations in Cloud
- [ ] Validate app performance and usage after migration
- [ ] Optimize app licensing and reduce unnecessary spend
- [ ] Update backup and disaster recovery processes
- [ ] Train users on new workflows and changes in Cloud
- [ ] Conduct a retrospective and document lessons learned