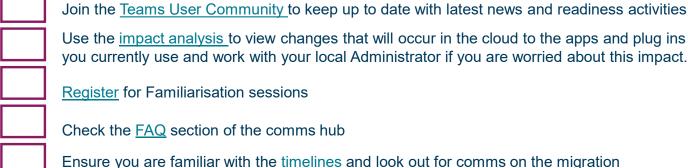# Readiness Checklist
Halo Service Operations

I have a technical view of Confluence and Jira and my role so far has been answering tickets raised within Test and Trace. As a result I have a crucial role in translating the impacts for my colleagues.

☐ Join the Teams User Community to keep up to date with latest news and readiness activities

☐ Use the impact analysis to view changes that will occur in the cloud to the apps and plug ins you currently use and work with your local Administrator if you are worried about this impact.

☐ Register for Familiarisation sessions

☐ Check the FAQ section of the comms hub

☐ Ensure you are familiar with the timelines and look out for comms on the migration

Training to Complete

- Jira Software
- Jira Service Management
- Confluence

Supplementary Learning

- Jira Best Practice
- Using Agile on Jira
- Jira Workflow Best Practice
- Confluence best practice

- Elements connect
- Advanced Roadmaps
- Tempo Timesheets
- Trello