Readiness Checklist
External users, partners and vendors

The specific impacts to functionality will depend on which team I work within.
Using the impact assessment materials will be key to understanding which changes will be applicable.

☐ 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