Readiness Checklist
Leadership

As a leader, I play a crucial role in preparing my team for the change. I will do so by cascading relevant information and updates, and in providing reassurance, and highlighting any issues that may arise

- [ ] Know and understand how to communicate the change to your team using the Key Message Framework
- [ ] Join the Teams User Community to keep up to date with latest news and readiness activities
- [ ] Provide a briefing and Q&A for your team using the Engagement Toolkit
- [ ] Keep the conversation going through team meetings, cascading information on progress
- [ ] 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