Readiness Checklist
Administrators

As a licenced administrator, I have the best view of what the changes to Jira and Confluence will mean for my projects and teams.
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

☐ Work with your Project Lead and/or departmental lead to keep the conversation going in your team meetings, cascading key updates and hosting Q&A

☐ 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

☐ Please follow the Jira Cloud REST API documentation and the Confluence Cloud REST API documentation so that you can adjust any REST calls accordingly post 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