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Worksheet 1: Jira Migration Survey

Date: _____

Planning a migration? Use this worksheet to gather some initial information about your plan, *source* application, and the intended *target* destination.

Migration Goals

Plan

Are you migrating to a different deployment type, changing hosting environments, or merging applications?

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Cloud to Cloud | <input type="checkbox"/> Server to Server | <input type="checkbox"/> Data Center to Data Center | <input type="checkbox"/> Merge Applications |
| <input type="checkbox"/> Cloud to Server | <input type="checkbox"/> Server to Data Center | <input type="checkbox"/> Data Center to Server | |
| <input type="checkbox"/> Cloud to Data Center | <input type="checkbox"/> Server to Cloud | <input type="checkbox"/> Data Center to Cloud | |

☐ Other _____

Motivations

Why are you migrating? Check all that apply.

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Save money | <input type="checkbox"/> Reduce complexity | <input type="checkbox"/> Improve infrastructure | <input type="checkbox"/> Start fresh |
| <input type="checkbox"/> Consolidate users | <input type="checkbox"/> Reduce overhead | <input type="checkbox"/> Consolidate infrastructure | <input type="checkbox"/> New features |
| <input type="checkbox"/> Reduce data | <input type="checkbox"/> Reduce cruft | <input type="checkbox"/> Previous solution obsolete | |
| <input type="checkbox"/> Gain efficiencies | | | |

☐ Other _____

Scope

How much data will the migration/merge include?

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Full data set | <input type="checkbox"/> Partial data set | <input type="checkbox"/> Unknown |
|--|---|----------------------------------|

Application Details

Source Application

The original location of data. In a Server to Data Center migration, Server is the *source* application and Data Center is the *target* application.

URL: _____

Deployment Type:

- ☐ Cloud
☐ Server
☐ Data Center

Version: _____
(Server or Data Center only)

User Count: _____

License Exp: _____

Known problems or challenges:

Staging Application

The application for testing the migration procedure and migrated data. This is usually the same deployment type and configuration as the *target* application.

URL: _____

Deployment Type:

- ☐ Cloud
☐ Server
☐ Data Center

Version: _____
(Server or Data Center only)

User Count: _____

License Exp: _____

Known problems or challenges:

Target Application

The destination for migrated data. In a Server to Data Center migration, Server is the *source* application and Data Center is the *target* application.

URL: _____

Deployment Type:

- ☐ Cloud
☐ Server
☐ Data Center

Version: _____
(Server or Data Center only)

User Count: _____

License Exp: _____

Known problems or challenges:

Source Application Stats

Understand your source application by compiling some basic stats.

- In Jira Server or Data Center, visit Admin > System > System Info. Scroll down to *Database Statistics* for a count of records, assets, and schemes.
- In Jira Cloud, visit each administration page and count the records.

Record the totals in the table below.

Tip: Expect totals to fluctuate during the migration project. Compile these stats in the beginning and at the end of the migration so you can track growth and change over time. See a useful comparison graph in the “Post-migration Stats” section in the [After Migration](#) chapter.

Area	Count	Notes
Archived Issues (Total)		
Archived Projects		
Attachments		
Comments		
Components		
Custom Fields		
Groups		
Individually Archived Issues		
Issue Security Levels		
Issue Types		
Issues		
Issues In Archived Projects		
Priorities		

Projects		
Resolutions		
Screen Schemes		
Screens		
Statuses		
Users		
Versions		
Workflows		

This worksheet is from **The Ultimate Guide to Jira Migrations: How to migrate from Jira Server to Data Center** by Rachel Wright. Get your copy at: botronsoft.com/migration-ebook