

CLOUD MIGRATION CHECKLIST

1. Assess Your Current Environment

- ☐ Identify all the Communardo apps (or any other apps) currently in your Atlassian Server environment.
- ☐ Check the availability of the same or equivalent apps in the Atlassian Cloud Marketplace. For Communardo's users, our apps listed below are definitely available on Cloud.
 - [SharePoint Connector for Confluence](#)
 - [SubSpace Navigation for Confluence](#)
 - [User Profiles for Confluence](#)
 - [User Profiles for Jira](#)
 - [Metadata for Confluence](#)

2. Compatibility Check

- ☐ Verify if the versions of your apps in use are compatible with Atlassian Cloud.
 - For the Communardo apps listed previously, the answer is yes.
- ☐ Ensure that any essential features or functionalities are available in the Cloud version of the apps.
 - Please [refer here](#) for a full feature parity table of Communardo's cloud apps.
 - For the Communardo apps listed above, the answer is yes.

3. Communication and Planning

- ☐ Inform and involve all relevant stakeholders about the cloud migration plan, including users, administrators, and management.
- ☐ **Schedule a meeting** with Communardo representatives to discuss the migration process and timeline.

4. Data Backup and Export

- ☐ Create a comprehensive backup of your Atlassian Server data, including all data related to Communardo apps.
- ☐ Export your data to a suitable format and ensure your data can later be imported into Atlassian Cloud.

5. Evaluate Cloud Options

- ☐ Explore the available cloud plans and offerings to determine the most suitable one for your organization's needs.
- ☐ Review any additional features or benefits of the cloud plan that align with your requirements.

6. Test and Validate

- ☐ Set up a testing environment in the Atlassian Cloud to evaluate the functionality of your instances as well as your apps.
- ☐ Conduct thorough testing and validation of all critical processes and workflows.

7. Plan for Data Migration

- ☐ Prepare a detailed plan for migrating your data, including any data specific to Communardo apps.
- ☐ Take note of any data transformations or adjustments required during the migration.

8. Inform Users

- ☐ Notify users about the upcoming migration, its benefits, and any changes they might experience.
- ☐ Provide training or resources to help users adapt to the new cloud environment and Communardo apps.

9. Coordinate with Communardo Support

- ☐ Coordinate with [Communardo support](#) for any assistance required during the migration process.
- ☐ Address any questions or concerns related to the migration and Communardo app usage.

10. Migrate Data and Apps

- ☐ Execute the planned data migration, ensuring that all data and configurations are transferred accurately.
- ☐ Install and configure the Communardo apps in the Atlassian Cloud environment.

11. Post-Migration Validation

- ☐ Verify that all data, workflows, and configurations are functioning correctly in the new cloud environment.
- ☐ Address and resolve any issues or discrepancies that arise during the post-migration validation.

12. Update Documentation and Training

- ☐ Update any relevant documentation, guides, and training materials to reflect the changes in the cloud environment.
- ☐ Provide users with updated resources to help them navigate the cloud environment and use Communardo apps effectively.