COMMUNARDO

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.