

Subject: Action Required: Confirmation of GitHub Licensing, CodeSpaces, and Jira Integration Strategy

Dear [Recipient Name/Manager Name],

This email provides a comprehensive summary of our team's licensing requirements and outlines the strategic options, including associated costs, for integrating our development workflow with Jira.

1. Core Licensing and Financial Commitment

We have confirmed the fundamental financial structure for our team's GitHub access:

Area	Confirmation	Financial/Operational Impact	Reference
License Type (Per-User vs. Per-Seat)	Per-Seat (Per-License). We purchase a set number of seats (e.g., 8).	Seats are fully transferable. If a user leaves, the seat can be immediately reassigned to another team member without incurring extra cost.	GitHub Docs: Managing Users in Enterprise
Minimum Term and Flexibility	Annual Commitment (1 Year). The term is confirmed as annual.	We are committed to the full 1-year expense. We cannot reduce the paid seat count (e.g., from 8 to 6) mid-term for a cost reduction or refund.	Internal Cost Review Documentation
CodeSpaces Licensing (6 Users)	CodeSpaces is a separate, usage-based compute/storage service.	We need clarity on whether our anticipated usage for 6 users falls under any existing Enterprise	GitHub Docs: About CodeSpaces Billing

		CodeSpaces credit/allocation or if a dedicated budget is required for its consumption.	
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2. Jira Integration Strategy and Cost Analysis (For 10 Users)

The choice between maintaining **Jira On-Premise (Server/Data Center)** and migrating to **Jira Cloud** significantly impacts integration complexity and cost.

Option A: Integrating GitHub Cloud with Existing Jira On-Premise

Aspect	Details	Estimated Cost Impact (10 Users)	Technical Effort/Hurdles
Integration	Use the official GitHub for Jira application.	Zero additional license cost for the integration app, as it is free on the Atlassian Marketplace.	High effort: Requires collaboration with the IT/Network Security team to set up an API Gateway or Reverse Proxy to securely expose the On-Premise Jira URL to the public internet (only for GitHub's IP ranges).
Cost	The cost is limited to the internal effort/time required for the Network Security team to establish and maintain the secure endpoint configuration.	Cost of IT resources/time only. No direct software license cost.	Hurdle: Firewall complexity and maintenance overhead.

Option B: Migrating to Jira Cloud and Integration

Aspect	Details	Estimated Cost Impact (10 Users)	Technical Effort/Hurdles
Integration	Direct, seamless integration using the native GitHub for Jira app.	Requires licensing fees for Jira Cloud.	Low effort: Integration is straightforward via API keys and webhooks (no firewall changes needed).
Cost (Estimate)	For 10 users, Jira Cloud Standard plan typically costs \$7.75 per user per month.	Annual Cost Estimate: . <i>This excludes any migration service fees.</i>	Hurdle: Data migration complexity (moving tickets and history from On-Premise to Cloud).

Recommendation

Given the organization's strategic move to GitHub Cloud, transitioning to **Jira Cloud (Option B)** is the cleaner long-term solution. It offers a lower technical integration hurdle and removes the reliance on internal networking resources to maintain an external-facing proxy. We request guidance on whether the organization is planning a larger migration to **Jira Cloud** that our team can join.

Please advise on our next steps for initiating the 8 GitHub seats and budgeting for the CodeSpaces usage and the preferred Jira integration strategy.

Thank you for your time,

[Your Name]

[Your Title/Team]

[Your Contact Information]