***MOSIP – JIRA Cutover***

1. ***Project Creation***: (Recommended – MOSIP-Community)  
   The required project with preferred name should be created, by following the below process:
   1. Navigate to list of Projects by selecting the *JIRA Software icon* on the left navigation pane
   2. Select *Create Project*
   3. Select *Classic*
   4. Enter the preferred *Project Name* and *Key* (Prefix)
   5. Select *Create*
2. ***Project Prefix Customization***: (Recommended – OMOS or OPMOS)  
   The naming convention of the *Key* (prefix that will be associated to each issue created) can be customized after Project creation, by following the below process:
   1. Navigate to list of Projects by selecting the *JIRA Software icon* on the left navigation pane
   2. Select the ellipses menu (three dots) corresponding to the preferred Project name
   3. Select *Project Settings*
   4. Update the value under *Key*
   5. Confirm action by selecting *Save Details*
3. ***Workflow Creation***:  
   1. The below workflow needs to be created in Open JIRA as per the process defined (3b) below:
      1. *Stories*: Backlog > Requirements In Progress > Design Pending > Design In Progress > Development Pending > Development In Progress > Code Review Pending > Code Review In Progress > QA Certification Pending > QA Certification In Progress > Done
      2. *Bugs - Internal*: To Do > In Progress > Done > Ready for QA > Closed
      3. *Bugs - External*: To Do > In Progress > Done > Ready for QA > Read for IV & V > Closed
   2. *Process:*
      1. Login to Open JIRA
      2. Select required project – EG: *MOSIP-Classic*
      3. Select *Project Settings* on the left navigation pane
      4. Select *Workflows* on the left navigation pane
      5. Select *Add Workflow > Select Add Existing >* Select the required workflow *>* Select *Create*
      6. Opt to *Edit* the created workflow
      7. Add required *Statuses* (As per 3a)
         1. Select *Add Status*
         2. Input *Status Name*
         3. Select the input status name > Click *Add*
         4. Check “*Allow all statuses for transition to this one*”
      8. Additionally, user can add *Transitions* (All)
         1. Select Add Transition
         2. Select From and To Field
         3. Select Add
      9. Select *Publish Draft*
4. ***Custom Fields Creation***:
   1. The custom fields listed below need to be created in Open JIRA as per the process defined (4b) below:

|  |  |  |
| --- | --- | --- |
| ***Custom Field*** | ***Type*** | ***Options*** |
| *Cross Cutting Feature* | Label | - |
| *Dependency* | Label | - |
| *Development* | Text Field - Multi-Line | - |
| *Epic Link* | Label | - |
| *Feature* | Label | - |
| *Release Number* | Label | - |
| *Status* | Drop Down | To Do, In Progress, Done |

* 1. *Process*:
     1. Login to Open JIRA
     2. Select required project – EG: *MOSIP-Classic*
     3. Select *Project Settings* on the left navigation pane
     4. Select *Fields* on the left navigation pane
     5. Select *Actions > Edit Fields*, on the top right corner
     6. Select *Custom Fields* on the left navigation pane
     7. Select *Add Custom Fields* option on the top right corner
     8. Select *Field Type* as per above table > Click *Next* > Add *Name/ Description/ Options* as per above table > Click *Create*
     9. Select the required screens to which the field needs to be associated with – OK to check all boxes
     10. Select *Update*
     11. The custom field is then created

1. ***Epics/Story Migration: Open Stories to be migrated / added***:
   1. ***Existing Epics need to be migrated first***, before migration of associated stories, as per the process defined (5c) below:
      1. *JIRA Query*: project = MOS AND issuetype = Epic
   2. ***The below categories of Open stories need to be migrated to Open JIRA*** *on 30th - 31st Dec’19,* as per the process defined (5c) below:
      1. *Open Vitals: General - 11*
         1. *JIRA Query*: project = MOS AND labels = Vital AND labels not in (Country-GoP, RealBiometrics) AND "Epic Link" not in (MOS-13341, MOS-19554, MOS-7, MOS-29972, MOS-1347) AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation
      2. *Open Vitals: Admin* - 9
         1. *JIRA Query*: project = MOS AND labels = Admin AND "Epic Link" = MOS-13341 AND labels = vital AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      3. *Open Vitals: Resident Services* – NIL
         1. *JIRA Query*: project = MOS AND labels = ResidentServices AND "Epic Link" = MOS-7 labels = vital AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      4. *Open Vitals: Real Biometrics* – 1
         1. *JIRA Query*: project = MOS AND labels = RealBiometrics AND labels = Vital AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      5. *Open Essentials: General* - 18
         1. *JIRA Query*: project = MOS AND labels = Vital AND labels not in (Country-GoP, RealBiometrics) AND "Epic Link" not in (MOS-13341, MOS-19554, MOS-7, MOS-29972, MOS-1347) AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      6. *Open Essentials: Admin* – NIL
         1. *JIRA Query*: project = MOS AND labels = Admin AND "Epic Link" = MOS-13341 AND labels = Essential AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      7. *Open Essentials: Resident Services* – 1
         1. *JIRA Query*: project = MOS AND labels = ResidentServices AND "Epic Link" = MOS-7 AND labels = Essential AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      8. *Open Essentials: Real Biometrics* – 3
         1. *JIRA Query*: project = MOS AND labels = RealBiometrics AND labels = Essential AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      9. *Open Desirables* – 189 *(Excluding 2 issues of Sprint 24 and including Desirables of Admin, Resident Services & Real Biometrics)*
         1. *JIRA Query*: project = MOS AND labels = Desirable AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      10. *Pending RBR items – 15 (Excluding 15 issues of Sprint 24)*
          1. *JIRA Query*: project = MOS AND labels = RealBiometrics AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation AND Sprint is EMPTY
      11. *Open GoP* – 5
          1. *JIRA Query*: project = MOS AND labels = Country-GoP AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
      12. *Open Testing* – To be tracked in Internal JIRA - TBD
          1. *JIRA Query*:
      13. *Open Security Features* – 7
          1. *JIRA Query*: project = MOS AND labels = Security AND status in ("To Do") AND issuetype not in (Test) AND issuetype = Story AND summary !~ Automation ~~AND Sprint is EMPTY~~
   3. *Process*:  
      *Closed/Existing JIRA Instance*:
      1. Login to Closed JIRA
      2. Run the queries listed below, one by one
      3. Download a csv extract of the issues
      4. Make required changes (EG: Update *Status* if required for closed stories, based on new workflow)
      5. Save the csv extract

*Open JIRA Instance*:

1. Login to Open JIRA
2. Select required project – EG: *MOSIP-Classic*
3. Select the *Create* option (“+” sign) on the left main navigation pane
4. Select “Import Issues” option
5. Select “Choose File” > Choose the required file in csv format > Select *Next*
6. Select the required values for the below fields and select *Next*:
   * + 1. Import to Project: EG: MOSIP-Classic
       2. File encoding: UTF-8
       3. Delimiter: ,
       4. Date format: dd/MM/yy hh:mm
7. Map the required fields and check the “Map Field Value” checkbox:

|  |  |
| --- | --- |
| *CSV Field* | *JIRA Field* |
| Custom Field Development | Development (Custom Field) |
| Custom Field Epic Link | Epic Link |
| Custom Field Feature | Feature |
| Issue id | Issue id |
| Issue Key | Issue Key (Custom Field) |
| Labels | Labels |
| Summary | Summary |
| Description | Description |

1. Select *Next* > *Validate* > *Update*
2. ***Story Migration: Closed Stories cleanup and migration***: Doc update WIP
   1. *JIRA Query*:
   2. *Removing unwanted references*
   3. *Merge part 1 & part 2*
   4. *Traceability*
   5. *Proper summary and description*
   6. *Feature reference*
   7. *Components and labels*
   8. *Removing unnecessary stories*
3. ***Others***:
   1. TBA