***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 | - |
| *Feature* | Label | - |
| *Release Number* | Label | - |
| *Custom Status* | Drop Down | To Do, In Progress, Done |
| *Custom Epic Link* | Label | - |
| *Old Issue Key* | Label | - |

* 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", "In Progress") 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", "In Progress") 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", "In Progress") 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", "In Progress") 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", "In Progress") 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 ("To Do", "In Progress") 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", "In Progress") 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", "In Progress") 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", "In Progress") 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", "In Progress") 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", "In Progress") 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", "In Progress") 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 (Custom Field) |
| Custom Field Issue Key | Old Issue Key (Custom Field) |
| Description | Description |
| Epic Link | Custom Epic Link (Custom Field) |
| Issue id | Issue id |
| Labels | Labels |
| Summary | Summary |
| Status | Custom Status (Custom Field) |

1. Select *Next* > *Validate* > *Update*
2. *Custom Field Bulk Update:*
   1. *“Epic Link” Bulk Update: Run the customized query in Open JIRA for all Epics, for each of the the listed Epic Link IDs.   
      EG: Query>>> project = OMOS AND “Custom Epic Link” = MOS-13341*
      1. MOS-1: Core Kernel Features
      2. MOS-2: Pre-registration Features
      3. MOS-4: Registration Processor Features
      4. MOS-5: Identity Authentication Services Features
      5. MOS-7: Resident Services Features
      6. MOS-726: Environment Setup activities to track effort
      7. MOS-2027: MISC - Cover MISC/Platform Features
      8. MOS-9645: DevOps-Activities and Support for Mosip
      9. MOS-13341: Admin requirements
      10. MOS-13343: Reporting Requirements
      11. MOS-13472: MOSIP Platform Documentation
      12. MOS-13688: Core Team Activities
      13. MOS-14575: Features of Registration Client
      14. MOS-19554: Partner Management
      15. MOS-22889: Training and Support activities for SI
      16. MOS-29972: Security Feature
   2. Click on *Ellipses menu >* Select *Bulk Change All Issues*
   3. Select all issues (Check box) > Click *Next*
   4. Select *Edit Issues* > Click *Next*
   5. Check the checkbox of the required field to be updated “*Change Epic Link*”
   6. Select the required value > Click *Next*
   7. Review and click *Confirm*  
      (This needs to be done for all Epics)
   8. Click on *Acknowledge* to complete the process
3. ***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*
4. ***Others***:
   1. TBA