

# Jira Migration Project Plan

Project Name	Data Migration to OUS Palantir Foundry
Project Manager	Reddy, Rohit
Migration Performed By	Jakkula, Priyanka
Proposed Timeline 1	12PM-4PM IST 21 Aug 2024
Proposed TimeLine 2	12PM-4PM IST 24 Aug 2024

Project Scope	Migration of issues from projects “ <a href="#">BA0006705 ACE Performance Tools</a> ” & “ <a href="#">BA0005930 Audience Builder</a> “ to the <a href="#">OUS Palantir Foundry</a> project under <a href="#">OPF-ACE board</a> .
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Source	<a href="#">Backlog of ACEPT2.0 Board</a> <a href="#">Backlog OCM Audience Builder board</a>
Target	<a href="#">OPF- ACE BOARD</a>

Component to be Added	Status	Issues	Description
<a href="#">ACEPT-BA0006705-ACEPT_ALL</a>	ACTIVE	<a href="#">12 Issues</a>	General
<a href="#">ACEPT-BA0006705-eScore</a>	ACTIVE	<a href="#">4 Issues</a>	eScore
<a href="#">ACEPT-BA0006705-NBA_Suggestions</a>	ACTIVE	<a href="#">1 Issue</a>	NBA Suggestions
<a href="#">ACEPT-BA0006705-OCM_Journeys</a>	ACTIVE	<a href="#">10 Issues</a>	OCM Journeys

Source Board Name	No of Issues
<a href="#">Backlog of ACEPT2.0 Board</a>	65
<a href="#">Backlog OCM Audience Builder board</a>	26

Risk Identified	Mitigate Risk
Issues Missed in Migration	Export the Two Projects’ Issues in CSV
Post Migration User Stories are Un-assigned	Assign the users manually as its a know issue (Workflow Behavior)

User Access related Issues	Verified all user access prior to Migration
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### Project Phases and Tasks

**Phase 1: Planning and Preparation**

DONE

Task 1.1: Identify Stakeholders  
Task 1.2: Define Migration Objectives  
Task 1.3: Develop Migration Plan and Schedule  
Task 1.4: Set Up Project Team and Assign Roles

**Phase 2: Lab Environment Setup and Verification**

DONE

Task 2.1: Mimic Data of 3 Projects in Lab  
Task 2.2: Verify the Lab Data for Accuracy  
Task 2.3: Document Findings and Adjustments Needed

**Phase 3: Backup and Data Migration Preparation**

DONE

Task 3.1: Backup Export the Two Projects' Issues in CSV  
Task 3.2: Create the Necessary Components in OPF-ACE Project  
Task 3.3: Prepare for Issue Migration (Configuration, Mapping, etc.)

**Phase 4: Issue Migration to OPF-ACE**

PENDING

Task 4.1: Move Issues from 'ACE Performance Tools' to OPF-ACE One by One  
Task 4.2: Move Issues from 'Audience Builder' to OPF-ACE One by One  
Task 4.3: Verify Issue Count Post-Migration  
Task 4.4: Verify Components, Labels, and Statuses in OPF-ACE  
Task 4.5: Assign Issues to Respective Assignees

**Phase 5: Internal User Acceptance Testing (UAT)**

DONE

ask 5.1: Conduct UAT with Rohit  
Task 5.2: Collect Feedback and Resolve Any Issues  
Task 5.3: Obtain Internal UAT Sign-Off

**Phase 6: Customer UAT**

PENDING

Task 6.1: Schedule UAT Session with Customer

Task 6.2: Monitor UAT and Collect Feedback

Task 6.3: Resolve Any Reported Issues

Task 6.4: Obtain Customer UAT Sign-Off

### **Phase 7: Production Migration**

PENDING

Task 7.1: Finalize Migration Plan for Production

Task 7.2: Execute Production Migration

Task 7.3: Validate Post-Migration Data in Production Environment

Task 7.4: Communicate Go-Live to All Stakeholders

### **Phase 8: Post-Migration Support**

PENDING

Task 8.1: Monitor System Performance Post-Go-Live

Task 8.2: Address Any Post-Migration Issues

Task 8.3: Conduct Post-Migration Review and Document Lessons Learned