Jira Project Migration Template

Process Quide

JIRA migration project involves transferring data from one JIRA project to another using the "Move" option. This option allows for seamless transfer of issues, attachments, and comments between projects. It ensures data integrity and minimizes disruption to ongoing work. The move option also allows for mapping of custom fields and preserving issue history. Overall, it simplifies the process of migrating projects in JIRA.

1. Project Requirements

Shedule a meeting with the Customer for the requirement Gathering inputs and Place in the below list

S. No	Source Project	Target Project	Project Lead	Deadline for Migration	Epics List	Child issues count	No of Stories	No Of Bugs	No of Tasks	No of Subtasks	Filters/ Boards
1											
2											

2. Implementation in Lab/Prod

S. No	Process	Status	Owner	Start Date	End Date	Check the Status if completed	Comments
1	Copy the Production data in LAB					☐ Check the Status if completed	
2	Verify the Copied data in LAB					☐ Check the Status if completed	
3	Grant the access to the Users Target Project					☐ Check the Status if completed	
4	Export the CSV of the data in Source project					☐ Check the Status if completed	
5	Perform the migration in Lab (Move of the Issues)					☐ Check the Status if completed	
6	Post validations					☐ Check the Status if completed	
7	UAT within Internal Team					☐ Check the Status if completed	
8	UAT from the Customer					☐ Check the Status if completed	
9	Awaiting the customer Signoff / Feedback in LAB					☐ Check the Status if completed	
10	Send the notifications to target auidence regarding the Migration Schedule					☐ Check the Status if completed	
11	Backup / Export in Prod					☐ Check the Status if completed	
12	Perform the migration in Prod					☐ Check the Status if completed	
13	Awaiting the customer Signoff / Feedback in LAB					☐ Check the Status if completed	
14	Send the notifications to target auidence to resume					☐ Check the Status if completed	

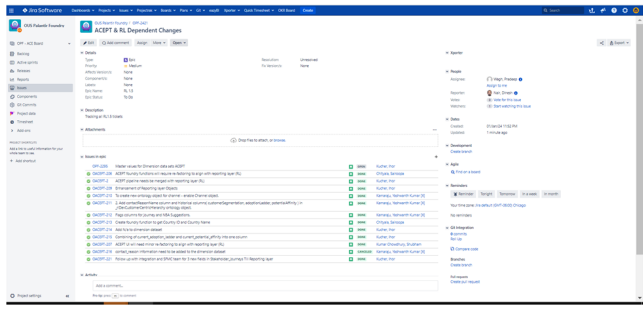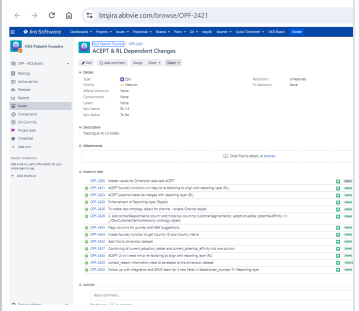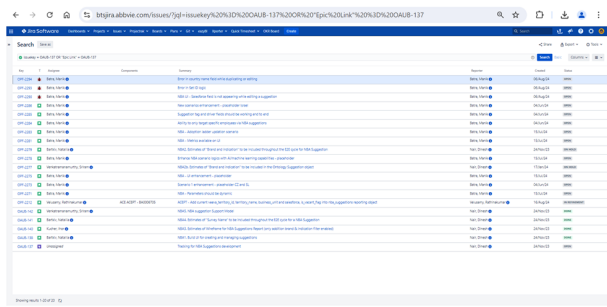## 3. POST VALIDATIONS -LAB & PRODUCTION
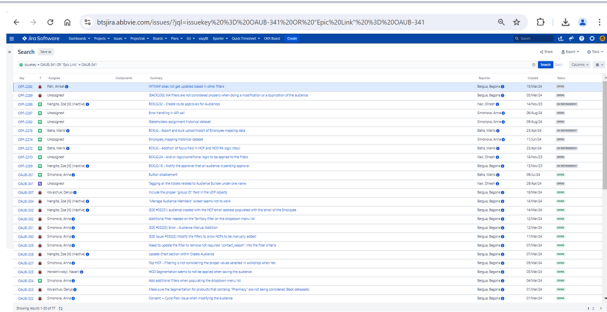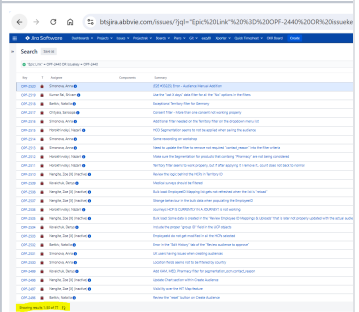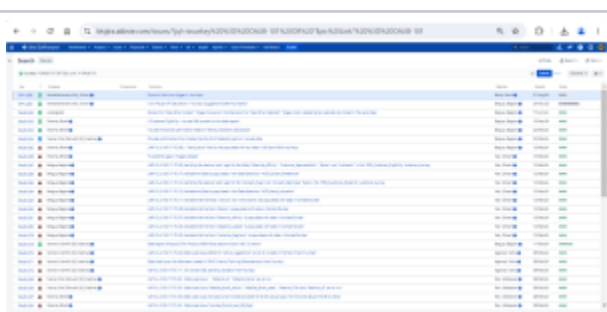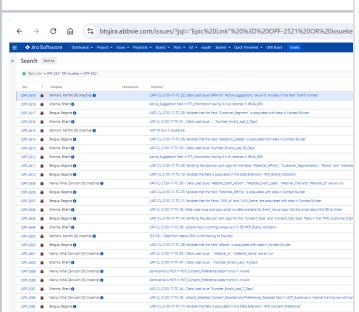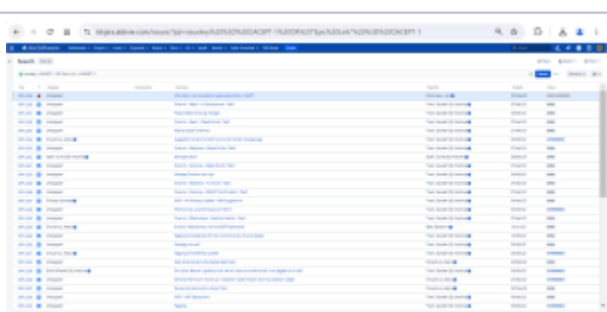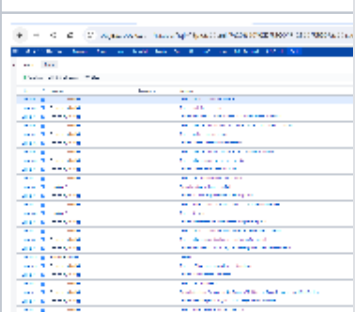
S. No	Test Case	Assignee	Lab Status	Assignee	Prod Status
1	Verify the Epics moved and Count of child issues Child issues Count				
2	Now verify the Links are updated in Source/ Target Child issues				
3	Now run the Query "Epic link =OPF-(Updated number destination epic number)				
4	Now verify the links & bulk move the linked issues to the target				
5	Map the issue types/Components to the right issues type/Components in the destination				
6	Verify the issues count at the target / Compare with the exported excel				
7	Verify the Epic issue count number in backlog view				
8	Verify all issues have the right Epic link /Component that matches the exported excel.				
9	Review the permissions and access settings in the new project. Ensure that the relevant users or groups have appropriate access to view, edit, and manage the migrated issues.				
10	Verify any boards and filters need to update .				
11	Verify if any notifications or subscriptions related to the Epics, Stories, and child issues are still active in the new project. Ensure that users are receiving the necessary notifications for updates and changes.				

4. Documents

SNAPSHOTS
1. OAUB - SNAPSHOT OF PROD

2. OACEPT - SNAPSHOT OF PROD

S. NO	EPIC NAME - SOURCE	SNAPSHOT	EPIC NAME - DESTINATION	SNAPSHOT
1	OACEPT-208 Summary : ACEPT & RL Dependent Changes Epic Name : RL 1.5		OPF-2421 Summary : ACEPT & RL Dependent Changes Epic Name : RL 1.5	
2	OAUB-137 Summary : Tracking for NBA Suggestions development Epic Name : NBA Suggestions		OPF-2434 Summary : Tracking for NBA Suggestions development Epic Name : NBA Suggestions	
3	OAUB-341 Summary : Tagging all the tickets related to Audience Builder under one name Epic Name : Audience Builder		OPF-2440 Summary : Tagging all the tickets related to Audience Builder under one name Epic : Audience Builder	
4	OAUB-101 Summary : ACE - Intelligent Journey Epic Name : ACE - Intelligent Journey		OPF-2521 Summary : ACE - Intelligent Journey Epic Name :ACE - Intelligent Journey	
5	OACEPT-1 Summary : Advanced Customer Engagement Performance Tool Epic Name : ACEPT		OPF-2620 Summary : Advanced Customer Engagement Performance Tool Epic Name : ACEPT	

5. ISSUES COUNT

S. No	Epic ID	OPF-EPIC	Summary	Epic Name	Status	Stories Counts	Task Count	Bug Count	TOTAL COUNT
1	OAUB-101	OPF-2521	ACE - Intelligent Journey	ACEPT	Open : 1 In Refinement : 1 Done : 71 Cancelled : 7	43	6	31	80
2	OAUB-341	OPF-2440	Tagging all the tickets related to Audience Builder under one name	Audience Builder	Open : 6 In Refinement : 4 Done : 64 Cancelled : 2	26	0	50	76
3	OAUB-137	OPF-2434	Tracking for NBA Suggestions development	NBA Suggestions	Open : 12 On Hold : 2 In Refinement : 1 Done : 4	16	0	3	19
4	OACEPT-1	OPF-2620	Advanced Customer Engagement Performance Tool	ACEPT	Open: 44 Inprogress :15 Story Approved :1 Cancelled : 2 Done : 75 On Hold : 2 Ready for Release : 1 In Development : 1 In Refinement : 1	36	105	1	141
5	OACEPT-208	OPF-2421	ACEPT & RL Dependent Changes	RL 1.5	Open : 1 Done : 11 Cancelled : 1	13	0	0	13