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 "**BA0006705 ACE Performance Tools**" & "**BA0005930 Audience Builder** " to the **OUS Palantir Foundry** project under **OPF-ACE board**. '

Source	**Backlog of ACEPT2.0 Board**
	Backlog OCM Audience Builder board
Target	**OPF- ACE BOARD**

Component to be Added	Status	Issues	Description
ACEPT-BA0006705-ACEPT_ALL	ACTIVE	12 Issues	General
ACEPT-BA0006705-eScore	ACTIVE	4 Issues	eScore
ACEPT-BA0006705-NBA_Suggestions	ACTIVE	1 Issue	NBA Suggestions
ACEPT-BA0006705-OCM_Journeys	ACTIVE	10 Issues	OCM Journeys

Source Board Name	No of Issues
Backlog of ACEPT2.0 Board	65
Backlog OCM Audience Builder board	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

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