*Transitioning from Azure DevOps to JIRA and Eforms/I9 PI Planning Participation in EES*

**Introduction:**

This report provides an overview of the project to transition the team from using Azure DevOps to JIRA and Confluence. The objective of the transition was to integrate the Eforms/I9 Team into the EES ecosystem to improve collaboration, communication, and overall project management efficiency continuously and seamlessly without any significant disruption to the project business, as well as introducing the team to Scaled Agile framework (Program Increment (PI) Planning) performed in EES.

**Project Planning and Preparation:**

The project was planned and prepared over a period of 6 weeks (12th December 2022 – 19th January 2022). Key stakeholders were identified and engaged, goals were set, and a timeline was defined. A detailed project plan was created to ensure that all tasks were properly allocated and tracked.

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| **Task** | **Description** |
| Identify key stakeholders | * Create a list of all stakeholders and their roles and responsibilities, schedule a meeting with each stakeholder to gather their input and feedback |
| Define goals and objectives | * Document the goals and objectives of the transition, review the goals and objectives with key stakeholders and obtain their approval. * Share these goals with the team. Have interactive sessions to get their opinions/questions about these goals. |
| Develop project plan | * Break down the transition process into smaller, manageable tasks, add timelines to each task, document the project plan. Share plan with the team |
| Establish communication plan | * Define the channels and frequency of communication during the transition, agree upon the communication plan with key stakeholders |
| Plan and prepare for team training | * Identify the training needs for the team to effectively use JIRA and Confluence, develop a training plan and schedule training sessions. * Prepare the training materials and resources |
| Identify and evaluate risks | * Identify any potential risks or challenges that may impact the transition process. * Develop mitigation strategies to minimize the impact of these risks and challenges. |
| Allocate responsibilities | * Review the plan and allocate responsibilities to each team member, obtain agreement on the allocation of responsibilities on JIRA, Confluence and PI Planning |
| Reports and Monitoring Systems | * Create feedback survey documents to be filled by the team. * Create project completion reports for major stakeholders * Continuously monitor and evaluate the transition process to identify and address any issues as they arise. |

**Training and Onboarding:**

Training and onboarding were a critical part of the transition process. The team was provided with comprehensive training and support, including online resources, and hands-on sessions. How-To articles were also uploaded on the [Eforms confluence space](https://pages.experian.com/display/EMSE/Jira+-+How-to+articles).

**Implementation:**

The implementation process was executed according to the project plan, with the team gradually transitioning from using Azure DevOps to JIRA and Confluence. The process was monitored closely, and any challenges were addressed promptly.

**User Adoption:**

The team's adoption of JIRA and Confluence has been positive, with a high level of user engagement and satisfaction. A feedback survey was conducted to gather further insights, and the results showed that the team felt confident and comfortable using JIRA and Confluence.

**Impact on Team Performance:**

The transition to JIRA and Confluence had no significant disruption to the business. The team were still able to complete tasks with accuracy.

**Challenges Faced**

* No direct communication across all stakeholders, some Managers were not carried along during the transitioning process.
* Unrest in the team, trying to continue their work while learning the new systems and processes.

**Feedback Survey Report from the Team**

**Conclusion:**

The transition from Azure DevOps to JIRA and Confluence was a success and the PI Planning was a huge success.

The team has been able to effectively adapt to the new tools and processes. The project still maintained collaboration, communication, and overall project management efficiency, and has set a positive precedent for future transitions.

***Helpful Links***

* Eforms JIRA Board Code: **EEEFI**
* JIRA Board [Link](https://agile.experian.com/projects/EEEFI/summary)
* Confluence Space [link](https://pages.experian.com/display/EMSE/EForms)
* PI Board [Link](https://pages.experian.com/display/VERIFICATI/PI-06+Employer+Services-+Eforms+Team)
* [Meet The Team](https://pages.experian.com/display/EMSE/Meet+the+Team)