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| |  |  | | --- | --- | |  |  | | **Project Status Report**  Initiative-170: Migrate to Atlassian Cloud  As of 08/31/2022 | **Project Manager:** Elizabeth White  **Project Sponsor:** Jeff Vail |

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| **Initiative Number:** 170 | | | **ETSC Priority:** N/A | | **Schedule Completion Date:** 03/2023 | | | | | | | **Project Lifecycle:**  Planning | | | | |
| **Project Description:** Migrating Confluence, Jira, and Bitbucket server products to the Cloud. | | | | | | | | | | | | | | | | |
| **Scope:** | | **GREEN = No issues** | | **Schedule:** | | | **GREEN = No issues** | | | | **Resources:** | | | | **GREEN = No issues** | |
| **Milestones** | | | | **Schedule**  **Start Date** | | **Schedule**  **End Date** | | | **Actual**  **End Date** | **% Complete** | | | | **Actions/Comments** | | |
| Initiation | | | | 03/09/2022 | | 04/11/2022 | | | 04/15/2022 | 100% | | | |  | | |
| Planning | | | | 04/15/2022 | | 09/30/2022 | | |  | 81% | | | | In progress | | |
| * Phase 1 - Assess | | | | 04/15/2022 | | 06/30/2022 | | | 06/30/2022 | 100% | | | |  | | |
| * Phase 2 - Plan | | | | 07/01/2022 | | 08/31/2022 | | | 07/11/2022 | 100% | | | |  | | |
| * Phase 3 - Prep | | | | 08/01/2022 | | ~~08/31/2022~~  09/30/2022 | | |  | 64% | | | | In progress | | |
| Execution | | | | ~~09/05/2022~~  10/03/2022 | | 02/28/2023 | | |  | 0% | | | |  | | |
| Closing | | | | 03/01/2023 | | 03/17/2023 | | |  | 0% | | | |  | | |
| **IT Task #** | **Completed Tasks This Reporting Period** | | | | | | | **Planned Activities for Next Reporting Period** | | | | | | | |
| INIT170-2  INIT170-98  INIT170-14  INIT170-133  INIT170-142  INIT170-143  INIT170-137  INIT170-136  INIT170-152  INIT170-153  INIT170-155  INIT170-147  INIT170-157  INIT170-159  INIT170-158  INIT170-130  INIT170-132  INIT170-134  INIT170-139  INIT170-179  INIT170-180  INIT170-135  INIT170-140  INIT170-177  INIT170-35  INIT170-174  INIT170-185  INIT170-181  INIT170-175  INIT170-109  INIT170-115  INIT170-107  INIT170-124  INIT170-119  INIT170-123  INIT170-122  INIT170-120  INIT170-118  INIT170-111  INIT170-25 | Planning  Obtain Approval for Requirements, task closed.  Atlassian Phase 3 – Prep  Update Worksheet 7 Confluence Migration Configuration Assessment, task closed.  Update Worksheet 7 Jira Mirgration Configuration Assessment, task closed.  Update Worksheet 7 Bitbucket Migration Configuration Assessment, task closed.  Adaptavist ScriptRunner for Jira  Active Directory Attributes Sync, task closed.  Re-write Waiting on ‘Vendor – Ticket Number, task closed.  Re-write ReqFields on Resolve, task closed.  Re-write Require a Comment on Transition, task closed.  Re-write Add a Comment to this Issue, task closed.  Re-write ITSD: Bypass approver or send for approval, task closed.  Re-write JQL Query Matches Condition, task closed.  Re-write Group(s) condition, task closed.  New Jira & Confluence Software Installs  Assess Atlassian Access, task closed.  Review Atlassian Access Assessment Findings with Team, task closed.  JSU Automation Suite for Jira Workflows  Re-write JQL Condition (JSU) in ITSD Incident WorkflowV1, task closed.  Re-write JQL Condition (JSU) in ITSD Service Request Fulfillment Workflow with Approvals, task closed.  Tasks that need to be Re-Written  Insight for Confluence, task closed. Decision: Functionality does not need to be rewritten.  Re-write User Import, task closed.  Perform Data Cleanup  Review Page Templates from Worksheet 7 – Confluence Migration Configuration Assessment, task closed.  Create Global Templates from Worksheet 7, task closed.  Inactivate Templates not Migrating to the Cloud, task closed.  Migrate New Global Templates to Confluence, task closed.  Delete Disabled Automations in Automation for Jira, task closed.  Delete Unused Bitbucket Internal Users, task closed.  Delete Disabled Notifications & Templates not used in Notification Assistant for Jira, task closed.  Delete Statuses not Migrating to the Cloud, task closed.  Delete Boards not Migrating to the Cloud, task closed.  Delete Issue Security Schemes not Migrating to the Cloud, task closed.  Delete Permission Schemes not Migrating to the Cloud, task closed.  Delete Dashboards not Migrating to the Cloud, task closed.  Delete Users not Migrating to the Cloud, task closed.  Complete Health and Performance Tests, task closed.  Create a Runbook, task closed. | | | | | | | | | | | | Continue Phase 3 - Prep | | |

[Initiative-170: Migrate to Atlassian Cloud Risk Log](https://confluence.sacsewer.com/display/INIT170/Risk+Log)

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| **Key Risks** | **Probability** | **Impact** | **Status** |
| Risk #1 – 4/12/2022. BA resource is not available at this time to work on this project. Update 8/31/2022: Closed the risk. Additional testing resources are being provided by the IT Customer Services Team to re-test the IT Service Desk Incident Management and Service Request Management functions. This has significantly reduced the risk of not having a BA dedicated to this project as this work would have fallen on the BA. The PM/BA will be testing the Project Request function only. | High | Med | Closed |
| Risk #2 – 6/9/2022. Theme Extension for Jira Service Desk does not exist in the Cloud. | Low-Med | High | Open |
| Risk #5 – 06/27/2022. User Profiles for Jira – no Cloud version or comparable alternative. Update 8/31/2022: There is a User Profile Special Element field configured, but it is not used in a custom field so this add-on is not being used. | High | High | Closed |

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| **Key Issues** | **Impact** | **Priority** | **Status** |
| No Key Issues to Report |  |  |  |