



The best way to ensure a safe and efficient application migration is to develop a solid process. You can't do that without experience. With over 16 years of experience in Atlassian environments, we've developed this checklist to help with your migration.

- 1. Verify Your Versions** Be sure everyone on your team is clear on which applications, add-ons, versions, plugins, and supplemental applications that are required for your specific stack. Then set up instances of your applications with same versions as the originating instances.
- 2. Import** Import backups and test to ensure the instance is working and your import was successful.
- 3. Install/Update** Install/update any plugins necessary to restore the instance to its original state.
- 4. First Data Migration** Complete a full XML dump from each of your existing instances, as well as all attachments that are not included in the database. Make sure that secure SFTP services are available on your infrastructure. **\*\*Note:** In the event that you are hosting with Atlassian Cloud, Atlassian provides excellent documentation and tools to assist with data export.
- 5. Data Validation and QA** Next, import the data into the newly provisioned instances. This import should contain all users, project and space structures, issues and content, plugins, customizations to look and feel, and all attachments. Before promoting the instance to Production, be sure to validate the data and functionality of workflows, permissions, and test the end-user experience. This process may take significant time based on your internal QA resources and the size and complexity of the instances.
- 6. Final Data Migration** Perform the migration at an appointed time, make sure the plugins are updated/installed, and then release to your team. In this stage you will need to run a full export from your current production instances. It's also wise to restrict access to the existing production instances to prevent content and data changes that are not picked up in the move to new instances. Have your team go through the instance again to make sure everything looks as expected and meets your needs and expectations. Troubleshoot any problems you find.
- 7. Production Cutover** At this final stage of the migration, any DNS records referencing the old instance should be changed to reference the new URL and IPs. The DNS propagation time may vary by TTL and your specific DNS Host/Registrar. Your users will experience perceived downtime from the time you restrict access to the old instance, until DNS has propagated. Please plan for this downtime accordingly. If URL changes are required, also consider the end-user impact to business operations.
- 8. Confirm** Your instance is finally live, but your job isn't done. Your team should now begin QA to confirm this final migration was successful.