TIMETOACT Software & Consulting GmbH • Im Mediapark 5 • D-50670 Köln

**Assessment Center Preparation Checklist**

1. We need some general informations about you.

|  |  |
| --- | --- |
| **Company** |  |
| **Contact name** |  |
| **Contact name** |  |
| **Contact E-Mail** |  |
| **Telephone number** |  |
| **Technical Contact** |  |
| **Technical Contact E-Mail** |  |

1. Are you actually using a trial and have you created a domain (…atlassian.net)

[ ]  No [ ]  Yes and the domain is/are

|  |  |
| --- | --- |
| Domain adress | Different technical contacts e-mails ? |
| 1. |  |
| 2. |  |
| 3. |  |

1. Have you already created a test environment for your Atlassian products for cloud migration?

[ ]  No [ ]  Yes

1. How long will your Atlassian Server products continue run?

|  |  |
| --- | --- |
| Atlassian Products *(only main products)* | Maintance end date *(Day/Month/Year)* |
|  |  |
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1. Define your growth strategy in the company
2. Discuss your geographic location of user communities in relation to data residency.
3. Which teams use which tools and for what purpose (software developer, operational, IT, business purposes)?
4. Prepare a list of all the people and working groups involved.
5. Provide a list of all third-party programs and applications in your company.
6. Are there any company-level regulations or restrictions?
7. Are there any rules or restrictions at the team level?
8. Cost reduction by disabling with the same apps
9. Is there any needs to redesign permission concepts according to best practices across the company
10. Are there any custom apps or other elements that need to be transferred to the cloud?
11. Do you discuss what data is required for porting? How important are these? Is this an opportunity to "clean up" before moving?
12. Is there any needs for standardization according to best practices across the configs
13. Is there any needs to manage users with Atlassian Access

**App Assessment Preparation**

To get an understanding of the use and importance of your individual application tool chain for your Atlassian products, we would ask you to fill out the following table. You have to evaluate each application in 2 ways. The first is the necessity of your application. Are your applications a ***must have (MH)*** or a ***should have (SH)*** or a ***nice to have (NTH)*** application. The second information that we need is the customization you have made in the application. We divide here into 3 categories.

**Moderate
Customizations**

**The Apps has an alternative in cloud according to assesment.**

**The level of Implementation must be evaluated as middle according to assesment.**

**The customer selfmade-apps must be evaluated as middle level according to assesment.**

**High
Customizations**

**The alternative solution must be evaluated and clarified.**

**The alternative solution must be taken long time. The roughly time will be assessed frist after the evaluation.**

**The customer selfmade-apps is needed long time for functional replacement according to assessment.**

**No Customizations**

**The Apps have migration path.**

**The Apps has all features also in cloud.**

**The Out-of-Scope Apps are with few implementation according to assesment.**

**Applikation list:**

If you have more than one instance on which you have installed your applications, gives the main products number to better organize the applications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number | Application name | Main product (Jira Software, Confluence, Jira Service Management…) | Necessity of your Applications(must have = MH; should have = SH; nice to have = NTH) | Customization of your Applications(No Customization = NC, Moderate Customization = MC; High Customization = HC) |
| *Example* | *Scroll Viewport* | *Confluence 1* | *MH* | *MC* |
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