

# Completing Your Cloud Migration Test Phase

In this phase you'll do a test run and make sure everything is in order, figure out how long the migration will take, and uncover any issues before the production migration.

## Test migration

Regardless of company size or migration complexity, we recommend all customers run through a test migration before executing a production migration. Make sure you've completed everything in the pre-migration checklist from the Prep phase before using Atlassian's [testing guide](#) to walk through your test migration.

If you're using the Cloud Migration Assistants, check Atlassian's documentation for step-by-step guidance:

- [Using Jira Cloud Migration Assistant](#)
- [Using Confluence Cloud Migration Assistant](#)

Use your [free Cloud migration trial](#) to test your migration, apps, and any configurations you may need. You can run as many test migrations as you need. See Atlassian's documentation on [how to reset your site](#) to run multiple tests.

## Backup your data

Regardless of which migration strategy and method you've chosen, we recommend backing up your self-managed instance prior to migrating it. If there is data in your Cloud site already, ensure this is backed up as well. See Atlassian's documentation for guidance:

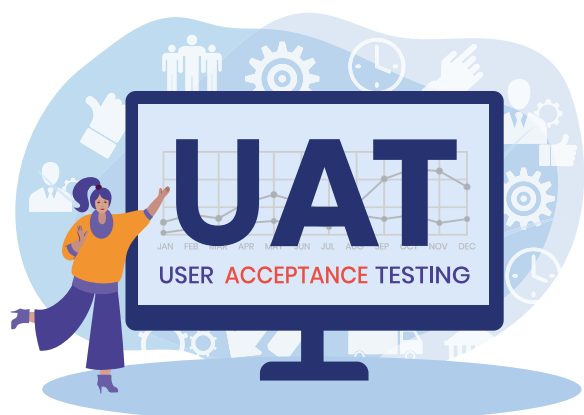
- [Backing up data for Jira](#)
- [Backing up data for Confluence](#)

## User Acceptance Testing

Part of the test migration is conducting User Acceptance Testing (UAT) so your end users can replicate common day-to-day tasks, and make sure they work as expected. Through this process you can uncover any issues that will impact your end users and help your teams prepare to work in Cloud. Review step 6 of the [testing guide](#) for details on conducting UAT.

After you've run your test migration and have an idea of how much time your migration will take, choose the date for production migration. If possible, schedule your migration at night, over a weekend, or another time when your team is less likely to need access to your self-managed instance or Cloud site to reduce the risk of disruption and data discrepancies. Don't forget to factor in some extra time for troubleshooting!

If you're migrating over 1,000 users, please [contact us](#) 2 months before your intended migration date.



## Prepare training materials

A move to Cloud comes with some changes and benefits for your end users. Make sure you've understood and prepared for all the major changes such as how users will log in, new URLs, changes to apps, and user interface differences. Your UAT from above should give a sense for what questions users will have and the training that might benefit them. In addition to putting together material, here are some extra resources that may be helpful:

- [Atlassian University](#) – offers both free and paid courses to help admins and end users learn how to best leverage our products. Check out some of Atlassian's [change boarding tutorials](#) here
- [Jira product guide](#) – gives you everything you need to know about using and customising Jira, getting started, and best practices
- [Confluence product guide](#) – provides tutorials and demos on getting up and running with Confluence
- [Bitbucket product guide](#) – gives you everything you need to know about buying, using, and growing with Bitbucket Cloud
- [Getting started in Cloud after migrating](#) – this page can be helpful to include in an email to your users or as an extra resource they can access

To successfully transition your team, think about creating a clear process for collecting feedback and answering end user questions about the move to Cloud, such as office hours or a chat room.

## Communicate your plan

With final timelines and owners in place, communicate the official plan to your organisation. Things to include in your communications are:

- When will the migration occur?
- What downtime can users expect?
- Ask end users to avoid changing anything during the transition.
- What will happen to the old site after migrating? Will it still be accessible or readable?
- What will the new URL(s) be?
- How will they sign in?
- Who do they reach out to if they run into any issues or have trouble logging in?
- What onboarding material can they review to get acclimated to Cloud?

Keep in mind that there may be issues that occur during the migration that you may need to troubleshoot, so call out an adjustment period to your end users to get your site cleaned up and working as planned.

## Discover more on Cloud Migration

Now that you have a better understanding of the test phase, we encourage you to return to our cloud migration page at [www.clearvision-cm.com/services/cloud-migrations](http://www.clearvision-cm.com/services/cloud-migrations) for more information