



Jira Site Audit

A step-by-step guide to auditing
your Jira Cloud site.

This template contains everything you need to complete an audit of your Jira system. Once completed, this form can help you target the areas that can improve performance.



This PDF is editable so you can add the information to this document and keep it in a digital form. Alternatively, you could print this document and complete the required tables by hand.

DATE OF AUDIT: _____

Configuration Items

The amount of configuration objects can have a direct impact on the performance of Jira, including search. Whilst every Jira system is different, this table will help you identify outliers.

ITEM	AMOUNT
Projects	
Issues	
Custom Fields	
Unused Custom Fields	
Contexted Fields <i>(if known)</i>	
"Text Field" Custom Fields <i>(if known)</i>	
Field Configurations	
Field Configuration Schemes	
Issue Types	
Issue Type Schemes	
Screens	
Screen Schemes	
Issue Type Screen Schemes	
Workflows	
Workflow Schemes	
Filters	
Boards	

Dashboards	
Comments	
Attachments	
Total Attachment Size (GB)	



Top tip: One of our leading products, Optimizer for Jira, can help you manage the configuration items contained in your Jira instance.

To learn more, visit www.appfox.io/products/optimizer-for-jira-cloud/

Bulk Change Permissions

Bulk change operations can have a negative impact on Jira performance. If you are experiencing problems at particular times, this may be an area to explore in more detail.

ITEM	DETAIL
Has the Bulk Change Permission been restricted to a specific group?	

User Directory

The user directory is used to manage who can access the Jira system. The amount of items in your user directory may have an impact on certain performance metrics.

ITEM	DETAIL
Do you use Atlassian Access?	
Number of Users	
Number of Groups	
Active Directory Host	
Active Directory Facilitated via 3 rd Party Apps	
Active Directory Synchronization Time	

Active 3rd Party Apps *(formerly known as add-ons)*

Detail the 3rd-party apps that are active in your system.

APP NAME	VERSION

Inactive 3rd Party Apps *(formerly known as add-ons)*

Detail the 3rd-party apps that are inactive in your system.

APP NAME	VERSION

ScriptRunner for Jira *(optional)*

As one of the most popular Jira apps, there’s a lot of functionality that ScriptRunner can offer. A well configured installation of ScriptRunner should have low/no impact on system performance.

ITEM	AMOUNT
Scripted Fields	
Scripted REST Endpoints	
Scripted JQL Functions	
Scripted Listeners	
Scripted Workflow Functions	

Need advice or guidance on your next steps?

If you would like any advice or support on the next steps, our expert team at Automation Consultants offer a free 30-minute consultation. Find out more at www.automation-consultants.com/free-consultations.



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