



Jira Site Audit

A step-by-step guide to auditing
your Jira Data Center 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: _____

Application

Atlassian are continually improving the performance of Jira and so it is important to ensure the version you are using is up to date.

ITEM	VERSION
Jira Core	
Jira Software	
Jira Service Management	

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. You can find this information in the "System Information" page in Jira.

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 most-popular apps, Optimizer for Jira, can help you audit, analyze, manage and optimize the projects and configurations in your Jira instance.

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

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?	
Have you limited the times at which Bulk Change Operations can be performed? <i>(e.g. not during peak hours)</i>	

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
Type of User Directory (e.g. Active Directory)	
Number of Users	
Number of Groups	
Nested 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 Behaviours	
Scripted Workflow Functions	

eazyBI *(optional)*

eazyBI is a powerful reporting tool for Jira. It requires a scheduled synchronization with Jira which you may want to configure to avoid specific hours in the day.

ITEM	DETAIL
Is eazyBI using a separate child process? <i>(by default, eazyBI is running in the same process as Jira)</i>	
Synchronization Time Interval	
Synchronization – Quiet Hours Enabled	

Application Servers

This section refers to the underlying cloud or on-premise infrastructure that Jira is running on. We have included space in this table for up to 3 servers.

ITEM	SERVER 1	SERVER 2	SERVER 3
Operating System (OS) and Version			
CPU Cores			
CPU Model			
CPU Speed			
Memory Size (GB)			
Storage Type			
Install Directory Size (GB)			

Home Directory Size (GB)			
Total Disk Size (GB)			
Antivirus Type			
Antivirus Real-Time Scanning Enabled			
Backup Strategy Set			

Database Server

Capture the information relating to your Jira database server.

ITEM	DETAIL
Operating System (OS) and Version	
CPU Cores	
CPU Model	
CPU Speed	
Memory Size (GB)	
Database Type (e.g. PostgreSQL)	
Database Version	
Missing Indexes	
Total Disk Size (GB)	

Virtualization *(optional)*

Some features of virtualization platforms can impact the stability and performance of Jira.

ITEM	SERVER 1
Virtualisation Type	
Ballooning (Enabled / Disabled)	
Swapping (Enabled / Disabled)	
Bursting (Enabled / Disabled)	
Time Synchronization (Enabled / Disabled)	
Hot Add (Enabled / Disabled)	
Maximum vCPU Load vs Physical	
Maximum vMem Load vs Physical	

Advanced Configuration

This section contains the other configuration settings that are important for optimal Jira performance.

ITEM	DETAIL
Database Pool - Minimum Size	
Database Pool - Maximum Size	
Java Version	
Garbage Collection Algorithm (e.g. G1GC)	
JVM Reserved	
JVM Min. Memory (MB)	
JVM Max. Memory (MB)	
Tomcat Max. Threads	
Tomcat Max. Connections	
Tomcat Compression	
Tomcat Static Cache Valve	
Reverse Proxy Type	
Reverse Proxy Compression	
Reverse Proxy Static Caching	

This document has been developed to help Jira Administrators conduct an assessment of their Jira systems.

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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