

DISCOVER ›

DESIGN ›

SECURE ›

PILOT ›

MIGRATE ›

CUT OVER ›

VALIDATE ›

DECOMMISSION

WARNING: DO NOT CANCEL GOOGLE WORKSPACE UNTIL DATA, ACCESS AND RECOVERY HAVE BEEN VERIFIED

BUSINESS CASE

- ☐ Define why the organisation is moving
- ☐ Define expected benefits
- ☐ Confirm budget and timescale
- ☐ Identify executive sponsor

OWNERSHIP

- ☐ Verify Google Super Administrator access
- ☐ Verify Microsoft Global Administrator access
- ☐ Confirm tenant ownership
- ☐ Confirm domain and DNS control
- ☐ Document supplier responsibilities

USERS

- ☐ Export active users
- ☐ Identify suspended and former users
- ☐ Record aliases
- ☐ Record groups
- ☐ Record delegated access
- ☐ Identify external collaborators

EMAIL AND CALENDARS

- ☐ Measure mailbox sizes
- ☐ Review labels and delegation
- ☐ Review filters and forwarding
- ☐ Review shared calendars
- ☐ Review rooms and resources
- ☐ Identify recurring meetings

FILES

- ☐ Scan My Drives
- ☐ Scan Shared Drives
- ☐ Identify Google-native files
- ☐ Review external sharing
- ☐ Map owners and permissions
- ☐ Remove obsolete data

APPLICATIONS

- ☐ Identify Google Forms
- ☐ Identify Apps Script projects
- ☐ Identify Google Sites
- ☐ Identify Sign in with Google services
- ☐ Identify SMTP applications

MICROSOFT TARGET

- ☐ Assign licences
- ☐ Configure administrators
- ☐ Enable MFA
- ☐ Design OneDrive
- ☐ Design SharePoint
- ☐ Design Teams

SECURITY

- ☐ Configure Conditional Access or Security Defaults
- ☐ Configure external sharing
- ☐ Configure Defender where licensed
- ☐ Confirm audit and retention
- ☐ Confirm Microsoft 365 backup

PILOT AND CUTOVER

- ☐ Select representative users
- ☐ Test email, calendars and files
- ☐ Test permissions and devices
- ☐ Complete delta migration
- ☐ Update DNS and test mail flow
- ☐ Reconfigure devices
- ☐ Support users at cutover

VALIDATION AND DECOMMISSION

- ☐ Review failed items
- ☐ Compare data
- ☐ Check permissions and applications
- ☐ Complete restore test
- ☐ Address Vault and retention
- ☐ Transfer Google-authenticated services
- ☐ Retain source for agreed period
- ☐ Obtain written approval
- ☐ Cancel licences only after validation