



NEUGENITY
A BETTER WAY OF DOING IT

Google Workspace Migration Checklist

The proven step-by-step blueprint for moving your business to the cloud without data loss, downtime, or security risks.



Partner with Experts

We do not just move data; we architect secure, compliant workspaces tailored to your operational needs.



Certified Expertise

- ✓ Google Workspace Administrator
- ✓ ChromeOS Administrator
- ✓ Cloud Digital Leader
- ✓ Deep Migration Experience



Proven Methodology

- ✓ Zero-Data-Loss Guarantee
- ✓ Minimal Downtime Approach
- ✓ HIPAA-Compliant Processes
- ✓ Post-Migration Support



Industry Focus

- ✓ Healthcare Practices
- ✓ Professional Services
- ✓ Small to Mid-sized Business
- ✓ Compliance-Focused Orgs

100%
DATA ACCURACY

<4 Hours
AVG. DOWNTIME

30 Days
SUPPORT INCLUDED

Google Workspace Migration Checklist

A strategic roadmap for secure cloud transitions, highlighting critical steps for data integrity and operational efficiency.

PHASE 01 Environmental Analysis

5-10 BUSINESS DAYS

Understanding your starting point is critical. Before moving a single file, you need a complete picture of what you're working with. This discovery phase reveals hidden dependencies, compliance risks, and opportunities to clean up years of digital clutter. Organizations that skip this step often discover problems mid-migration - when it's too late. A thorough environmental analysis prevents costly surprises and guarantees your migration plan addresses your actual needs, not assumptions.

- Inventory current environment**
Document total active users, data volumes, and legacy systems.
- Document workflows**
Map out critical business processes and dependencies that rely on email or calendars.
- Verify administrative access**
Confirm admin credentials for source systems and destination Google Workspace.
- Evaluate endpoints**
Audit hardware and software to confirm compatibility with Google Workspace tools.
- Identify sensitive data** **CRITICAL**
Flag content requiring special handling, legal holds, or regulatory compliance (HIPAA).
- Assess security posture**
Review existing security policies, access controls, and authentication methods.
- Confirm DNS control**
Verify access to DNS provider (GoDaddy, Cloudflare, etc.) to update MX records.

PHASE 02 Architecture Design

PLANNING PHASE

Random migration leads to chaos. Google Workspace isn't just "cloud storage" - it's a fundamentally different way to organize and secure information. Unlike traditional file servers, Google's architecture is built around collaboration, shared access, and dynamic permissions. Simply replicating your old folder structure into the cloud creates security gaps and missed opportunities. Smart organizations architect their Google environment intentionally, designing a structure that enhances productivity while maintaining control.

- Design Organizational Structure**
Map departments to Google Organizational Units (OUs) for policy application.
- Map Data Strategy**
Determine proper structure for Shared Drives and permission hierarchies.
- Plan Security Policies** **CRITICAL**
Define access controls, sharing settings, and password requirements.
- Prepare for Cleanup**
Identify ROT (Redundant, Obsolete, Trivial) data to exclude from migration.

PHASE 03 Stakeholder Preparation

ONGOING

Technology projects fail when people aren't prepared. Even the most technically perfect migration falls apart if your team can't adapt. Employees resist change when they don't understand the "why" or fear losing productivity. Without proper communication, training, and support, you'll face frustrated users, workarounds, and eventual abandonment of the new tools. Successful organizations invest in change management from day one, treating this as a people transition that happens to involve technology - not the other way around.

- Develop Communication Plan**
Create a schedule of updates for all stakeholders to reduce anxiety.
- Identify Change Champions**
Select tech-savvy staff to advocate for the new tools and assist peers.
- Create Training Materials**
Prepare quick-start guides and resources for day-one productivity.
- Set Expectations**
Clearly communicate timelines and changes to all users.

PHASE 04 Environment Build

BUILD PHASE

Build it right before you fill it. Migrating data into a poorly configured environment is like moving into a house before the walls are painted. This construction phase is where security policies get enforced, user accounts get structured, and compliance controls get activated. Rushing this step to "get people working faster" backfires when you discover security holes or have to reconfigure everything with users already in the system. A properly built environment sets everyone on solid ground.

- Configure Tenant Settings**
Apply core security baselines and organizational settings.
- Setup Collaboration Spaces**
Build Google Groups and Shared Drive structures.
- Configure Authentication**
Set up SPF, DKIM, and DMARC to secure email delivery.
- Create User Accounts**
Provision users and place them in correct Organizational Units.
- Implement Compliance** CRITICAL
Configure retention rules and HIPAA controls if applicable.

PHASE 05 Data Transfer

MIGRATION WINDOW

This is the moment of truth. All the planning and preparation culminates in actually moving your organization's digital history to a new platform. Data migration is inherently risky - one mistake can lose years of email threads or critical business documents. The difference between success and disaster lies in your methodology: pilot testing to validate settings, incremental syncs to stay current, and careful DNS cutover timing to minimize disruption. Organizations that rush this phase pay the price in lost data or extended downtime.

- Execute Pilot Migration**
Test the process with a small group to validate settings.
- Transfer Files**
Move documents to Google Drive, preserving permissions where possible.
- Migrate Core Data**
Transfer historical email, calendars, and contacts.

PHASE 06 Post-Migration

30 DAYS

Migration doesn't end when the data moves. The most critical 30 days happen after go-live, when users encounter real-world scenarios your testing couldn't predict. This stabilization period determines whether your investment pays off or becomes a source of ongoing frustration. Smart organizations verify data completeness, enforce security policies, provide hands-on training, and maintain dedicated support channels. Cutting support too soon leaves users struggling, leading to poor adoption and workarounds that undermine your security posture.

- Verify Data Integrity**
Confirm email counts and file structures match the source environment.
- Provide Training**
Deliver workshops and resources to help users master the new tools.
- Assessment**
Conduct a post-migration review to document success and lessons learned.
- Enforce Security** **CRITICAL**
Activate 2-Step Verification and advanced protection features.
- Monitor Adoption**
Track usage metrics and address any adoption hurdles immediately.
- Continuous Improvement**
Plan for quarterly reviews to leverage new Google Workspace features.

Start Your Migration

Ready to move forward? Follow these steps to engage with our certified migration team.

NEXT STEPS Migration Roadmap

- ✓ Download the Complete Checklist** DONE
Get our detailed technical migration guide with step-by-step instructions and configuration details.
- 2 Schedule a Free Consultation**
Discuss your migration goals, timeline, and specific challenges with a Google Workspace specialist.
- 3 Request a Custom Migration Plan**
Receive a tailored proposal based on your organization's specific user count and data volume.



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