

Cutover and Go-Live Checklist

What to check before, during and after migration week

Cutover is the moment your business switches from Google Workspace to Microsoft 365. It's also where weak planning becomes visible. A calm cutover isn't one with no moving parts. It's one where the moving parts have been thought through properly.

Before Cutover

Check	Done
Migration scope is final	☐
All users and mailboxes are accounted for	☐
Microsoft 365 licensing is ready	☐
Domains, DNS and mail routing have been reviewed	☐
User provisioning and identity mapping are confirmed	☐
Google Drive and shared drive destinations are agreed	☐
What is moving, archived or left behind is confirmed	☐
Permissions and ownership have been reviewed	☐
User communications have been sent	☐
First-day support route is clear	☐

Expert input required: IT/MSP validation before cutover begins

During Cutover

Check	Done
Data is moved in controlled phases	☐
Migration status is monitored actively	☐
Users are updated if anything changes	☐
Business-critical users are prioritised	☐
Email, calendar and file access are checked	☐
Issues are tracked centrally	☐
Support routes stay simple and visible	☐

Expert input required: Cutover should be led by experienced IT specialists

After Go-Live

Check	Done
Mailboxes, calendars and contacts are validated	☐
Files have landed in the right locations	☐
Users can access shared areas	☐
Permission issues are reviewed	☐
OneDrive, SharePoint and Teams guidance is reinforced	☐
Support tickets are reviewed for patterns	☐
Training gaps are identified	☐
A post-migration review is scheduled	☐



Planning a Google to Microsoft migration?
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