

Migration Ownership Map

Who owns what in a Google Workspace to Microsoft 365 migration

A Google Workspace to Microsoft 365 migration isn't just an IT task. It affects files, email, calendars, permissions, devices, user habits and day-to-day productivity. When ownership is unclear, decisions get delayed, users receive mixed messages and technical teams are left making business decisions they shouldn't have to make.

Your Ownership Map

Migration Area	Business Owner	IT/MSP Owner	Status
Migration scope			☐ Not started ☐ In progress ☐ Complete
User and mailbox review			☐ Not started ☐ In progress ☐ Complete
Google Drive/ shared drive review			☐ Not started ☐ In progress ☐ Complete
File destination planning			☐ Not started ☐ In progress ☐ Complete
Permissions and access			☐ Not started ☐ In progress ☐ Complete
User comms			☐ Not started ☐ In progress ☐ Complete
Cutover planning			☐ Not started ☐ In progress ☐ Complete
First-week support			☐ Not started ☐ In progress ☐ Complete

Red Flags

Tick any that apply.

- ☐ No senior leader owns the business outcome
- ☐ Department heads haven't reviewed shared files
- ☐ IT is expected to decide what content matters
- ☐ Users haven't been told what will change
- ☐ SharePoint and Teams structure has not been agreed
- ☐ Permissions are assumed to be "good enough"
- ☐ Go-live is being treated as the end of the project

If you ticked three or more... Pause before moving data.
Your migration needs clearer ownership before technical activity begins.



Planning a Google to Microsoft migration? Book at **free** Migration Consultation with our team:
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