

# Migration Readiness Self-Assessment

## Are you ready to move from Google Workspace to Microsoft 365?

This quick assessment helps SME leaders understand whether the business is ready to move forward, or whether discovery, planning and expert input are needed first.

**For each question, tick the answer that feels most accurate.**

### Your Readiness Check

| Question                                                          | Yes                   | Partly                | No                    |
|-------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| Do you know exactly what needs to migrate?                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Do you understand what belongs in OneDrive, SharePoint and Teams? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Have users and permissions been clearly mapped?                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Have you agreed what should move, be archived, or be left behind? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Have users been told what will change and why?                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Have managers been briefed on what to reinforce?                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Have you planned cutover and first-week support?                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

#### Score Your Readiness...

Give yourself:

- 2** points for every 'Yes'
- 1** point for every 'Partly'
- 0** points for every 'No'

#### 0 - 6 points

High risk. Do not begin migration activity without expert support

#### 7 - 12 points

Moderate risk. Discovery and technical validation are needed

#### 13 - 16 points

Lower risk. You may be ready for detailed planning, but expert input is still recommended

### Where expert input is required

You should involve internal IT, an MSP or a Microsoft 365 specialist if:

- ☐ You are unsure what needs to migrate
- ☐ Google Drive and shared drives are messy or duplicated
- ☐ Permissions have grown organically over time
- ☐ You don't have a clear SharePoint/Teams structure
- ☐ Mail routing and cutover feel high risk
- ☐ Users will need additional support after go-live



**Planning a Google to Microsoft migration?**  
Book at *free* Migration Consultation with  
our team: [apexcomputing.co.uk/contact-us](https://apexcomputing.co.uk/contact-us)

