

CUTOVER

checklist

FOR SME LEADERS

The checks that keep your Google to Microsoft migration calm

A well-managed cutover shouldn't just move data successfully, it should leave the business with a workplace that feels calmer, more structured, and more usable than before.

Cutover Checklist

Before cutover

- Confirm all migration prerequisites are complete, including routing setup and user provisioning
- Finalise destination paths for shared drives, departments, and project content
- Check identity mapping and ownership for key users and shared content
- Decide what should move, what should be archived, and what should be left behind
- Prepare user communications with clear expectations for the first day in Microsoft 365

During cutover

- Move in controlled phases rather than treating the migration as one dramatic event
- Monitor migration status actively rather than assuming completion equals success
- Keep file structures stable during the final migration window
- Do not rename or move migrated files prematurely
- Give users one clear route for support questions during the transition

After cutover

- Validate shared files have landed in the right locations and that users can access what they need
- Check that email, calendar, and file access behave as expected for the migrated group
- Reinforce the new collaboration model quickly so old habits don't re-establish themselves
- Review early user issues for pattern problems, not just one-off tickets
- Treat hypercare as part of the migration, not an optional extra

Your takeaway...

The calmest migrations aren't the ones with the fewest moving parts. They are the ones where the moving parts have been thought through properly. A well-managed cutover should not just move data successfully. It should leave the business with a workplace that feels clearer, more structured, and more usable than before.

Why work with an MSP?

The value of an MSP is not only in carrying out the move, it's in planning in properly, reducing disruption, preparing users, and helping the business land in a Microsoft 365 environment that works better than the one it left behind.