

Executive Briefing: Office 365 to Google Workspace Migration

Purpose

This document provides senior leadership with an overview of the planned migration from Microsoft Office 365 to Google Workspace. It outlines the rationale, scope, risks, and expected business outcomes to ensure alignment and executive sponsorship.

Strategic Rationale

- **Cost Efficiency:** Google Workspace offers a more predictable licensing model and potential cost savings in subscription and infrastructure overhead.
 - **Collaboration Advantage:** Real-time editing, seamless integration with Google Meet, Drive, and third-party applications support faster decision-making and a modern digital workplace.
 - **Simplicity & User Experience:** Reduced complexity in software management, consistent user interface across devices, and strong web-first capability.
 - **Scalability & Security:** Enterprise-grade security, simplified administration, and enhanced compliance features.
 - **Improved Productivity:** Integration with Google Gemini. Google Gemini is part of a family of powerful, multimodal large language models (LLMs) developed by Google DeepMind. Gemini is integrated directly into apps like Gmail, Docs, Sheets, and Slides to help with tasks.
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Migration Scope

- **Users Impacted:** Approx. [X,000] employees across [regions/divisions].
 - **Applications Transitioned:**
 - Email and calendaring (Exchange → Gmail & Google Calendar)
 - File storage (OneDrive/SharePoint → Google Drive)
 - Productivity tools (Word/Excel/PowerPoint → Docs/Sheets/Slides)
 - Communication (Teams → Google Meet/Chat, where applicable)
 - Conversational AI (Microsoft Copilot → Gemini)
 - **Integrations:** Review and re-establish business-critical integrations (CRM, HRIS, ERP).
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Timeline & Phases

- 1. Planning & Assessment (Month 1–2)**
 - Environment audit, licensing analysis, compliance assessment.
- 2. Pilot Migration (Month 3)**
 - Select a group of [~100] users to test migration tools, workflows, and training.
- 3. Phased Rollout (Month 4–6)**
 - Departmental/staggered migration by region or function.
 - Dual-running strategy for critical business continuity.
- 4. Decommissioning & Optimization (Month 7)**
 - Retire Office 365 licenses, finalize data migration, optimize workflows.

Change Management & Adoption

- Executive Sponsorship:** Leadership communications reinforcing vision and benefits.
- Training & Support:** Role-based training, on-demand learning resources, migration champions.
- Communication Plan:** Clear timelines, FAQs, help desk support, progress updates.

Risks & Mitigation

Risk	Impact	Mitigation
User resistance	Slow adoption, productivity dips	Comprehensive training, visible executive backing, and peer champions
Data loss or corruption	Compliance & operational risk	Backup before migration, phased testing, vendor-certified tools
Integration gaps	Business process disruption	Pre-migration system mapping, contingency plans
Downtime	Service interruption	Staggered migration windows, dual running during cutover
Feature gaps	Productivity disruption	Identify workarounds

Expected Business Outcomes

- Improved collaboration and knowledge-sharing across teams.
- Lower total cost of ownership for the productivity suite.
- Enhanced agility with cloud-native tools.
- Stronger alignment with long-term digital workplace strategy.

Executive Decision Points

- Confirm approval of migration strategy and timeline.
- Endorse communication to all employees regarding the upcoming transition.
- Allocate budget for training, migration tools, and support resources.