



The Ultimate Google Workspace Migration Checklist (India Edition 2026)

Subtitle: A Step-by-Step Guide to a Zero-Downtime Transition for Indian Enterprises.

Section 1: Pre-Migration Planning (The Foundation)

- ☐ **Identify Stakeholders:** Designate a project lead (IT) and a change management lead (HR/Operations).
- ☐ **Clean Your Data:** Delete redundant or obsolete files/emails from your legacy system to speed up the transfer.
- ☐ **Inventory Check:** List all third-party apps currently integrated with your email (e.g., CRM, HRMS, ERP).
- ☐ **Check Domain Access:** Ensure you have access to your DNS provider (e.g., GoDaddy, Net4, HostGator) to update MX records later.

Section 2: Technical Readiness

- ☐ **Provision Users:** Create the user list in the Google Admin Console.
- ☐ **Data Residency Settings:** (Important for India) Configure your data regions if required for **DPDP Act** compliance.
- ☐ **Security Protocols:** Set up **2-Step Verification (2SV)** requirements for all users before they log in for the first time.
- ☐ **Shared Drive Mapping:** Map your old folder structures to Google Shared Drives to ensure team collaboration is ready on Day 1.

Section 3: The "Go-Live" Phase (The Big Day)

- ☐ **Update MX Records:** Direct your mail flow to Google's servers.
- ☐ **Initial Sync:** Use tools like *Google Workspace Migrate* to move the most recent 30-90 days of data first (Priority).
- ☐ **Background Migration:** Allow older archives to sync in the background while the team starts working.
- ☐ **Verify Deliverability:** Send test emails to ensure DKIM/SPF/DMARC records are correctly set to avoid the spam folder.

Section 4: Change Management (The Human Element)

- [] **Announcement Email:** Send a "Welcome to Google Workspace" guide to all employees.
- [] **Gemini AI Training:** Host a 30-minute session on using AI to write emails and analyze Sheets.
- [] **Mobile Setup:** Help employees sync their work profiles on Android and iOS devices.

Section 5: Post-Migration Audit

- [] **Decommission Old Server:** Only shut down the old system after a 7-day "cooling" period.
- [] **GST Billing Verification:** Ensure your Google Workspace Partner has applied your **GSTIN** for tax credit.
- [] **Compliance Review:** Run a security audit to ensure no data is shared publicly outside the organization.

[Call to +91-8383-0000-29]

Too busy to handle the technicalities?

Migration shouldn't be a DIY project when your business continuity is at stake. Let **TARA TECHNOCRACY** handle the migration for you.

- **100% Data Integrity Guaranteed**
- **Zero Downtime Deployment**
- **Specialised Training for Indian Teams**
- **GST-Compliant Billing in INR**

**[<https://namastu.com/>]
[+91-8383-0000-29]**

namaSTu
com
Serving Technology