



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.

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Too busy to handle the technicalities?

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