

Help your team get the most out of Google Workspace with guidance, training, and resources.

Change management is essential for any migration. Check out these best practices and tips to plan and manage the rollout, and to help you and your team get set up on Google Workspace.



# Reach your ideal outcome

Do you want to increase efficiency? Improve security? Reduce the need for on-site tech support? All of the above? Google Workspace can help you get there. Before migrating, have a clear idea of your ideal outcome and work backward. With the end state in mind, you can better predict potential pitfalls and technical hurdles, and help ensure you don't lose critical momentum.

Google Workspace is designed to streamline routine tasks, minimize technical downtime, and help teams work smarter and more collaboratively – and it shows in the positive, measurable impact it has across organizations.

1.5%

increase in revenue driven by Google Workspace 95%

reduction in risk of data breach

20%

decrease in demand for tech support 331%

ROI driven by Google Workspace

# Making change manageable

Google and our partners have helped millions of businesses of all sizes successfully migrate to Google Workspace. Many of those companies have gone live over a weekend – or even a single day. As a result, we've developed this proven, scalable framework to help give you confidence and maintain momentum for long-term success.



## **Excite**

## Engage stakeholders.

Build sponsorship, define scope, and plan your support model, communications and training.



## **Enable**

## Deploy Services.

Deploy service and execute on support model, traning, and communications plans.



## **Expand**

#### Grow Adoption.

Establish a Google team, run transformation labs, and manage support operations.

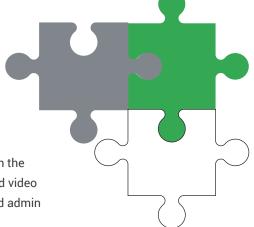


## **Empower**

#### Measure and promote successes.

Measure adoption progress, promote success stories, and support users through self-help guides.

When planned and supported properly, migrations can happen with very little downtime.



## Less busywork, more of your best work

Empower your team to communicate and collaborate easily and securely, whether down the hall or across the globe. Google Workspace seamlessly integrates email, chat, voice and video calling, document processing and collaboration, search, storage, task management, and admin and security tools so your team members can focus on doing their best work.

# Google Workspace makes your migration:

## **Trusted**

Use the apps, add-ons, and third-party integrations you've come to know and trust, like Lucidchart, SignEasy, or Workfront in Google Workspace.

## **Flexible**

Migrate on your own terms and at your own pace using tools like Google Workspace Migrate to speed the move.

## Helpful

Tap into our comprehensive support resources and vetted partner ecosystem for expert assistance at every stage of your transition.

