

Your IT partner in a changing world

Microsoft 365 to Google Workspace Assessment

G-Cloud | Service Definition and pricing Document



Crown
Commercial
Service
Supplier

Microsoft
Partner


Gold Windows and Devices
Gold Cloud Platform
Silver Application Development



Service Overview

This service provides an assessment and stakeholder workshop engagement to help organisations understand what is required to migrate from Microsoft 365 to Google Workspace.

It provides tool agnostic guidance on your preferred approach;

- Full migration away from O365
- Phased migration to Google Workspace
- Partial adoption (side by side co-existence)

It delivers a written Workshop Report that documents the current environment, identifies gaps and risks, and outlines the activities, dependencies, and sequencing required before migration.

Leverage our experience to uncover common trapdoors and manage risk from the get go without the learning curve.

The service supports informed planning and future procurement and does not include migration delivery.

Features

- Discovery of the existing Microsoft 365 environment
- Structured stakeholder workshops
- High-level target state definition for Google Workspace
- Migration readiness and gap analysis
- Delivery of a written Workshop Report with recommendations

Benefits

The service is designed to help organisations:

- Provides clarity on migration feasibility, scope, and complexity of a potential move from Microsoft 365 to Google Workspace
- Identifies risks and constraints early to reduce delivery issues
- Aligns technical, security, and business stakeholders
- Produces an actionable roadmap for future migration delivery
- Supports informed investment and supplier decisions

How The Service Works

Your APPtechnology Consultant and Project Manager will orchestrate the following engagement activities.

- Microsoft 365 environment discovery
- Facilitated stakeholder workshops
- High-level Google Workspace target state
- Migration readiness and gap analysis
- Written Workshop Report with recommendations

What We Assess

- Identity and access configuration
- Email, calendar, and collaboration usage
- File storage and sharing practices
- Security, compliance, and retention controls
- Integrations and dependencies
- Operational and governance model

Deliverables

Undertaking of the audit and assessment, Gap analysis and review, culminating in a Workshop Report including:

- Executive summary and readiness assessment
- Current and target state overview
- Gap analysis
- Migration roadmap
- Risks and mitigations
- Recommended next steps

Excluded

- Migration execution or tooling deployment
- Detailed low-level design
- End-user training delivery

- Data migration or coexistence configuration
- Licensing procurement

Security

Read-only access where required. No data retained after engagement completion. SC cleared consultants available subject to negotiation.

Pricing

Pricing is based on organisation size and complexity.

Example Pricing Model (Guide Only)

Small tenant (<1,000 users): Fixed price up to 15 days - £18,000

Medium tenant (1,000–5,000 users): Fixed price up to 25 days - £29,000

Large tenant (5,000+ users): Time and materials, day rate basis, SOW based engagement. Consultant rate of £950 per day (offsite), and part time project management at £850 per day (offsite)

Prices exclude VAT and are agreed before service commencement.

Service Levels

Milestones and deliverables agreed at onboarding. SLA response times as per G-Cloud service description.

Suitable For

Public sector organisations and large enterprises with complex Microsoft 365 environments.

Service Onboarding and Offboarding

Onboarding

- Introductory session to confirm scope, timelines, risks, and prerequisites.
- Environment verification and access provisioning.
- Agreement on communication and project-management processes.

Offboarding

- Handover of documentation and configuration details.
- Executive Workshop presentation of report findings
- Report walkthrough, documentation handover, and close-out meeting.

Exit Costs

Provided that the services terminate at the end of an agreed term, in line with the terms and conditions, there are no specific exit costs.

Contact Details

Questions related to minimum order values, design and implementation costs and other technical questions related to the Service should be addressed to:

operations@apptechology.co.uk

Or alternatively contact Martin Sweeney at: 28th Floor, the Gherkin 30 St Mary Axe City of London EC3A 8BF Tel: +44 207 469 4053

About APPtechnology

APPtechnology is a leader in digital transformation services, covering project and BAU delivery for large organisations in the UK, Europe and Globally.

We supply flexible teams specialising in Modern Workspace delivery, covering Endpoint Management, Security, Data protection, End User Experience management and technology migrations. We also provide and support delivery of technology solutions covering Legacy application management, and Compliance automation for NIS, ISO, CIMA, DORA and HIPPA Frameworks.



Entirely managed from the UK, we bring experienced governance to all statement of work based delivery, incorporating measurable performance metrics and results analysis in our regular reporting. Where qualified resource supply only is requested we provide models for inside and outside of IR35 payroll, as appropriate to the role and delivery method.

We supply G-Cloud services to the largest (96,000 users) and the smallest local and central government departments and NHS accounts.

