

	Steps	Notes	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Implementation	Register with Techsoup		Yellow					
	Team launch meeting	With or without external expert						
	Compare and select service (Microsoft, Google, or alternative)	See "comparative_gsuite-office365" document						
	Create Microsoft or Google account for non-profit organization			Light Green				
	Validate domain name							
	Activate office suite on non-profit portal							
	Create user profiles and distribution of accounts							
Data migration	Design shared disk and folder architecture, taking into account restrictions on user access	Or reuse existing architecture within organization			Green			
	Adopt shared disk and folder architecture across entire workforce							
	Adopt file-naming principles	Or reuse principles already in use within the organization						
	Implement shared disk and folder architecture							
	Configure data synchronization between cloud and workstations					Cyan		
	Train staff	Present work environment and its functions						
	Migrate data to cloud							
	Manage classification errors							
Adopt external backup method	Can be part of the organization's existing file-retention schedule							
Email migration	Assign aliases to users to consolidate mailboxes						Blue	
	Configure email classification systems (online and non-local folders)							
	Email pre-migration (if IMAP)							
	Update DNS	Some technical expertise required						
	Email migration							
Follow-up	Learn to use Gsuite tools							Dark Blue