

The Road To Google Apps

From planning to deployment in 5 easy steps

Stage one: Understand your needs

What do you want to achieve?

Tip: It's easier to build a business case if you know the problems you're trying to solve

Tick all that apply...

- Reduce costs
- Enable flexible working
- Support mobile devices
- Allow 'bring your own device'
- Improve productivity and collaboration
- Reduce in-house infrastructure
- Improve email, calendars and archiving



Gmail



Calendar



Docs



Drive



Sites

Stage two: Evaluate Google Apps

Is it right for you?



Price: Google Apps starts at \$5 per user per month (or \$50 per user per year)



Familiarity: Many people already use Gmail and most people know how to use Google Docs



Security: Always backed up and encrypted. You own and control your data



Support: 24/7 customer support. 99.9% uptime guarantee. Built-in mobile device management

Real companies, real benefits



50% potential gains in employee productivity*



10% contribution to corporate revenue growth**



35% annual reduction in total IT costs*



10% reduction in operational and supply chain costs**

*Based on the results of a Google survey of measurable benefits of Google Apps for Business Customers, 2011

**McKinsey Quarterly, The Rise Of The Networked Enterprise Web 2.0 Finds Its Payday, December 2010

Stage three: Build a consensus

Get everyone on side and you'll get the most out of Google Apps

Tip: Get top management engaged from the beginning but make sure that employees are also involved so they can get the benefit from day one

Senior management

Win their support with a vision of business improvement and cost savings

Finance

Build a business case showing how they'll save by enabling new ways of working

IT team

Switch from a reactive 'break fix' model to a proactive, strategic role

Employees

Get staff involved in a pilot early on. Get their feedback. Create evangelists

Stage four: Getting ready and signing up

Three simple steps before you deploy Google Apps

- 1 Gather information**
You'll need access to your company's DNS records and the names and email addresses used by staff
- 2 Sign up**
Sign up online - it only takes a few minutes. Just follow the instructions in the setup wizard
- 3 Help if you need it**
Visit the Deployment Resource Center (deployment.googleapps.com) or call sales and get a free deployment consultancy

Tip: The setup wizard will help you configure Google Apps in easy steps. For more help with deployment visit deployment.googleapps.com

Stage five: Make Google Apps work for you

Help people to get up to speed and get the most out of Google Apps

Tip: Consider a pilot project with a small group of users to get feedback and explore the benefits of Google Apps. You don't need to switch over the emails until you're ready

Here are some things to try

- Share prices using a Spreadsheet
- Co-author an ebook using a Document
- Host your staff handbook on Sites
- Use a form to put together a customer survey
- Invite someone for a chat or a hangout



Training

Set up training sessions so staff can do routine tasks easily using Google Apps. But also find cloud champions and help them explore the full capabilities of the system. You'll be amazed at what they can achieve



Staff communication

Give people a clear timeline for the changeover to Google Apps and help them understand the reasons and how it will help them do their jobs more efficiently. No surprises!



Don't stop innovating

Google Apps is a tool for change. Explore the Apps market and see what you can find. Look for new ways to use Google Apps and how to continue to improve productivity in your business.