Toolkit: Data Slicer to Derive a Cloud Office Migration Tools Shortlist

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Application leaders should use this Toolkit, along with the corresponding Market Guide, to match their requirements against the offerings from representative vendors in this market, construct vendor shortlists and design RFPs to request further information in specific areas.

Overview

Use this Toolkit to match your requirements against the offerings from representative vendors in the cloud office migration tools market. This Toolkit should be used together with the corresponding Market Guide for Cloud Office Migration Tools, which provides further analysis and trends observed in this market.

The Toolkit contains vendor-supplied data that can help to construct assessment checklists, vendor shortlists and RFPs to request further information from relevant vendors.

It is organized as follows:

- Data Slicer — Filters to help narrow down to a shortlist of vendors that meet criteria for migrating your required cloud office workloads.
- List of representative vendors — With summary information on employee numbers, revenue, and numbers of active and recent deployments of each vendor’s software.
- Detailed vendor profiles — With information on their headquarters, web address, notable customers, typical use cases, technology and service partners, and pricing guidance.
- Functional coverage — Highlighting the main areas where each product has full or partial support, or where the functionality is offered via separate product or by a partner, or where the vendor has plans to offer the functionality in the future.
- Market penetration — Data on the number of deployments of different sizes by each vendor.
- Regional coverage — Data on the percentage of deployments by each vendor in different geographic regions.
Directions for Use

Use this toolkit to narrow down to a shortlist of vendors who may have the essential features to support your cloud office migration. Gartner has collected a dataset of 37 separate functional capabilities for the 16 vendors in the cloud office migration tools market. However, when selecting technology, it is more effective to narrow down your selection to those vendors that provide the capabilities you need. Vendors should be selected on the basis of relevance, not breadth of features. For example, will the vendor be able to migrate your email? Will the vendor be able to migrate SharePoint? And so on. Take the following steps to use this toolkit:

1. Determine the key workloads you will need to migrate.

2. Select the Data Slicers worksheet.

3. For each of the migration workloads, select the slicer that is relevant. Do not make any changes to the slicers for workloads that are irrelevant to you (see the Feature Category Descriptions worksheet for more detailed definitions of each product capability). The available slicers, based on the most common migration needs, are:
   - Migration Foundation (Data Migration)
   - Email Migration (Email Migration)
   - Content Migration (Home Drive)
   - Content Migration (Shared Drive)
   - Content Migration (Microsoft SharePoint)
   - Workstream Collaboration Migration (Workstream Scenarios Supported)
   - Migration Governance (Migration Governance)

4. Pick a relevant slicer.

5. Choose “Full support” for the workloads you wish to migrate.

6. Review column A of the spreadsheet, which will change depending on the criteria you have selected.

7. Click the Clear Filter icon on the slicer to undo your selection.
For example, if you want to see only the vendors that will migrate email workloads:

- Select the Email Migration slicer.
- Select “Full support.”
- You will note that the vendors in column A have filtered down from 16 vendors to only nine.

Clients may use the existing data slicers as models if they wish to filter more narrowly, if the resulting list is larger than practical. Review your spreadsheet product help documentation to learn more about how to do this. However, at that point it may be better to examine the additional data in order to find important elements that would guide a decision. For example, the Detailed Vendor Profiles worksheet lists typical use cases, and some vendors may handle Google migrations more commonly than others. Or, if your deployment is particularly large and complex, you may prefer to look at the Market Penetration worksheet to validate the vendors that have many deployments of a similar size.

Review the available vendor-supplied data in each sheet, and — based on your preferences, requirements or priorities — make a note of the vendors and products that can match them and could be used to narrow down a possible shortlist. For example, if you have specific requirements about the presence of the vendor in Europe, offering an on-premises deployment option, and supporting some specific functionality, you can use the spreadsheet to identify the relevant vendors.

### Recommended by the Authors

- **Market Guide for Cloud Office Migration Tools**
- **Guidance for Microsoft Office 365 Tenant-to-Tenant Migrations**
- **How to Migrate Documents to Microsoft 365**
- **Solution Path for Implementing and Supporting Office 365**
- **How to Organize IT to Support Office 365, G Suite and Other Digital Workplace Applications**

### Evidence

In November 2020, Gartner conducted a survey among the representative vendors in this market that are profiled in this Toolkit. Unless otherwise stated, the charts and tables in this report are based on the self-reported survey data provided by these vendors in this market. As required by Gartner’s research methodology, vendors received a copy of the information for factual review prior to publication.

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