

Activity: Design the OU Tree

Work at your table. You have **6 minutes**, then we compare answers.

Table / Team: _____ Spokesperson: _____

Scenario

A city government is moving to Google Workspace and keeping Microsoft Entra ID as its identity source. Accounts are provisioned from Entra. You decide how the Google organizational units (OUs) are structured.

Who are the users?

User group	Count	Notes
Office and administrative staff	600	Email, docs and meetings all day
Public safety (police, fire, dispatch)	300	Handle sensitive data
Field and public works crews	150	Shared devices, light email use
Seasonal and temporary workers	80	Short terms with end dates
Elected officials and board members	15	Public records requests apply
IT and admin users	15	Run the Admin Console

Task 1: Sketch your top-level OUs

Start from the root and draw the OUs and any sub-OUs you would create.

Root OU:

Placement Worksheet

Task 2 and Task 3: decide where each group lands and who gets Gemini.

User group	Which OU?	Gemini access?	Who manages them?
Office and admin staff		☐ Yes ☐ Limited ☐ No	
Public safety		☐ Yes ☐ Limited ☐ No	
Field and public works		☐ Yes ☐ Limited ☐ No	
Seasonal and temporary		☐ Yes ☐ Limited ☐ No	
Elected officials		☐ Yes ☐ Limited ☐ No	
IT and admin users		☐ Yes ☐ Limited ☐ No	

Questions to think about

- Seasonal and temporary workers do not fit cleanly with permanent staff. Where do they go, and what happens when their term ends?
- Which groups should get Gemini first, and does sensitive public safety data change your answer?
- Which groups need records retention or legal holds for public records requests?
- Which admin tasks could a help desk role handle, scoped to a single OU?

OU quick reference

- Settings inherit from the parent OU unless a child overrides them.
- A user belongs to exactly one OU, but can belong to many groups.
- Use OUs for settings and policy. Use groups for access and sharing.
- Design around policy differences, not the org chart.
- Keep the tree as shallow as you can.