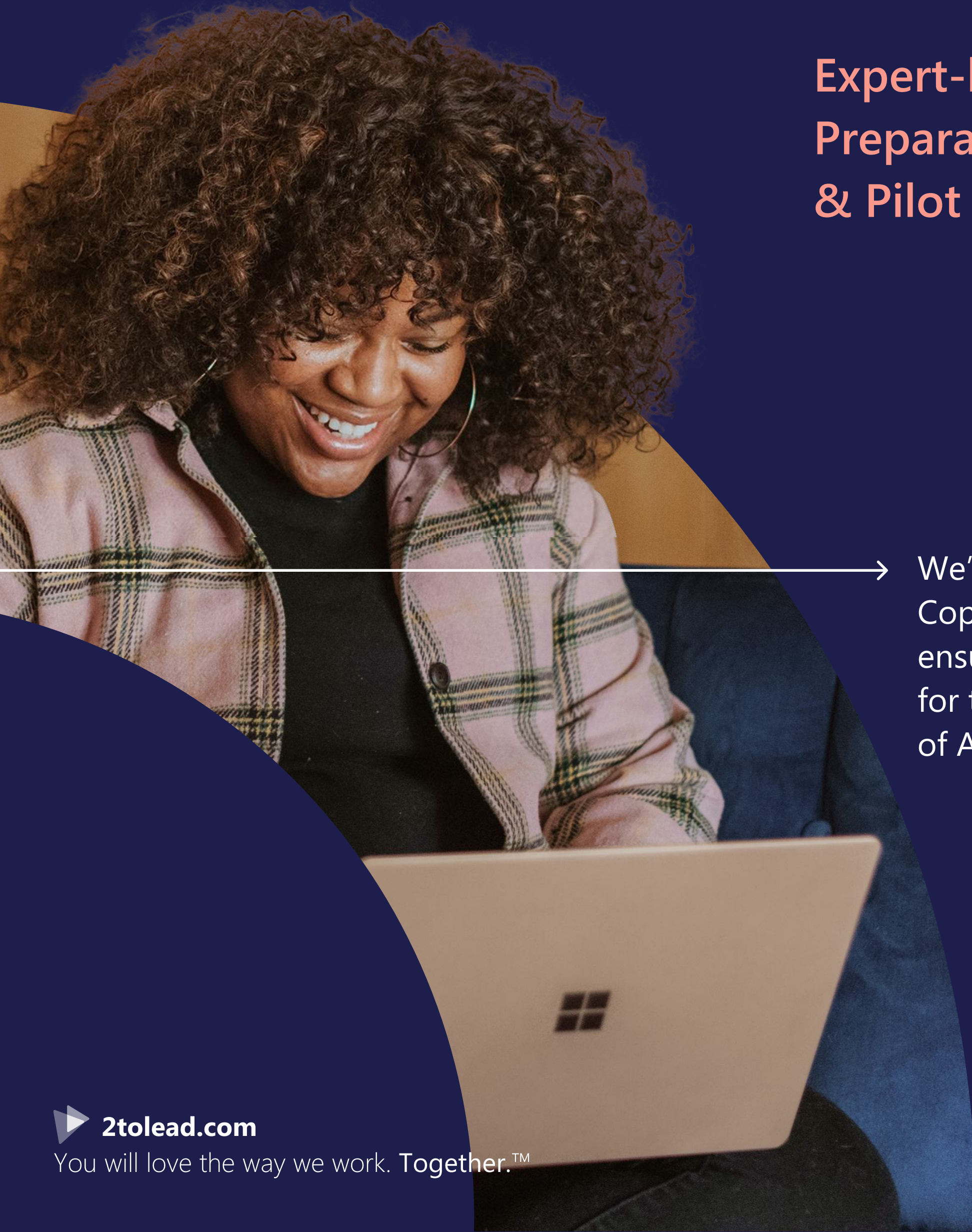


Rollout AI & Copilot With A Comprehensive Readiness Plan

Technical & Business
Readiness Assessments



Expert-led Copilot Preparation, Planning, & Pilot Sessions

→ We'll conduct a thorough Copilot Readiness Review to ensure your team is prepared for the transformative potential of AI in your workflow.

 **2tolead.com**

You will love the way we work. Together.™

What We Do | Offers
Copilot Readiness Accelerator

→ We'll optimize Copilot in your Microsoft 365 setup, enhance data security, empower AI Champions, and develop an actionable AI Backlog through strategic sessions.

Comprehensive Copilot Enablement & Support Plan

We'll design a customized pilot strategy with Copilot plugins and extensibility, refining it for a Pilot Plan that serves as a launchpad for your success rather than just a trial.

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You will love the way we work. Together.™

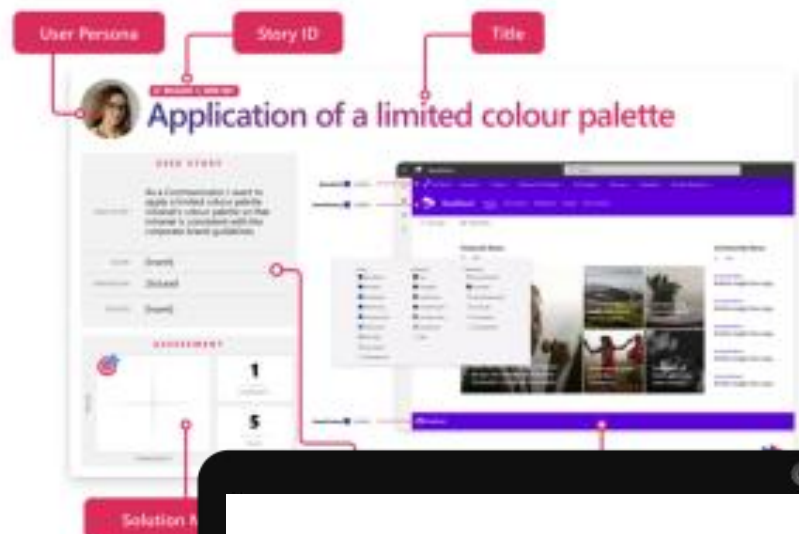


What We Do | Offers
Copilot Readiness Accelerator

Document format

- Story ID** The ID will be leveraged in future documentation and communication to ensure alignment, clarity, and traceability.
- Title** A short title that attempts to distill the essence of the feature.
- User Persona** Personas represent the **WHO** in a user story. These are archetypical users whose goals and characteristics represent the needs of a larger group of users within the business. For the purposes of this Product Backlog, we have identified 5 personas to start; however, this list can grow/change given the complexities of the organization.
- User Story** A user story represents a small piece of business value that a team can deliver in an iteration. User Stories are formatted in a "As a **WHO** ... I want to... **WHAT** and "So that..." **WHY** structure.
- Scope** The project(s) in which the feature will be addressed.
Please note that a feature may be addressed within the scope of multiple projects as it matures and grows in complexity.
- Deliver** A breakdown of when during a project (see scope above) a feature will be discussed, designed, and documented.
- Solution Mapping** A matrix that identifies the feature's potential by comparing implementation complexity (horizontal axis) over perceived value to the organization (vertical axis). This mapping is intended to aid the customer in making informed decisions while prioritizing features.

An additional section is included below the matrix to numerically quantify each of the respective areas, with a value of 1 being low and a value of 5 being high.
- Example** When necessary, a screenshot will be included in this section to illustrate the feature in question.



Scenario	Description	Objectives	Metrics/KPIs	Sponsor(s)	Timing
Improve onboarding experience for new hires	- Create an onboarding experience for new hires	- Reduce time to value for new employees - Increase new hire confidence through guided learning	- A comprehensive onboarding experience is designed and implemented using Microsoft Viva, Microsoft 365 and Microsoft Copilot. - New hires can easily access and navigate through the Copilot interface.	- Richard Harbridge	CY24 Q1
Increase adoption rate of Microsoft Copilot	- Create Copilot Champions to evangelize AI at work	- Reach 100% adoption rate of Copilot	- Identified and selected Copilot Champions who are enthusiastic advocates of Copilot. - Champions actively engage with employees, encouraging them to Copilot and providing guidance on its features and benefits.	- Karwal Khepple	CY23 Q4
Promote self-guided learning and growth	- Leverage Copilot's content and connected learning discovery tools	- Increase the number of self-directed courses completed	- Employees can easily search, discover, and access relevant courses and learning resources through Viva Learning and Copilot. - Increased employee engagement and utilization of learning resources as a result of the enhanced course discovery experience with Viva Learning and Copilot.	- Richard Harbridge	CY23 Q2
Promote a culture of learning	- Use Copilot to enhance discovery... - Use Viva Learning's social sharing features	- Increase peer-to-peer knowledge sharing	- Increased collaboration and engagement among employees through sharing and discussion of learning materials using Copilot	- Karwal Khepple	CY23 Q3

Your **Copilot Readiness Accelerator** awaits!

Join us now and embark on a transformative journey to ensure a more successful AI and Copilot rollout in your organization!



You will love the way we work. **Together.**TM

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