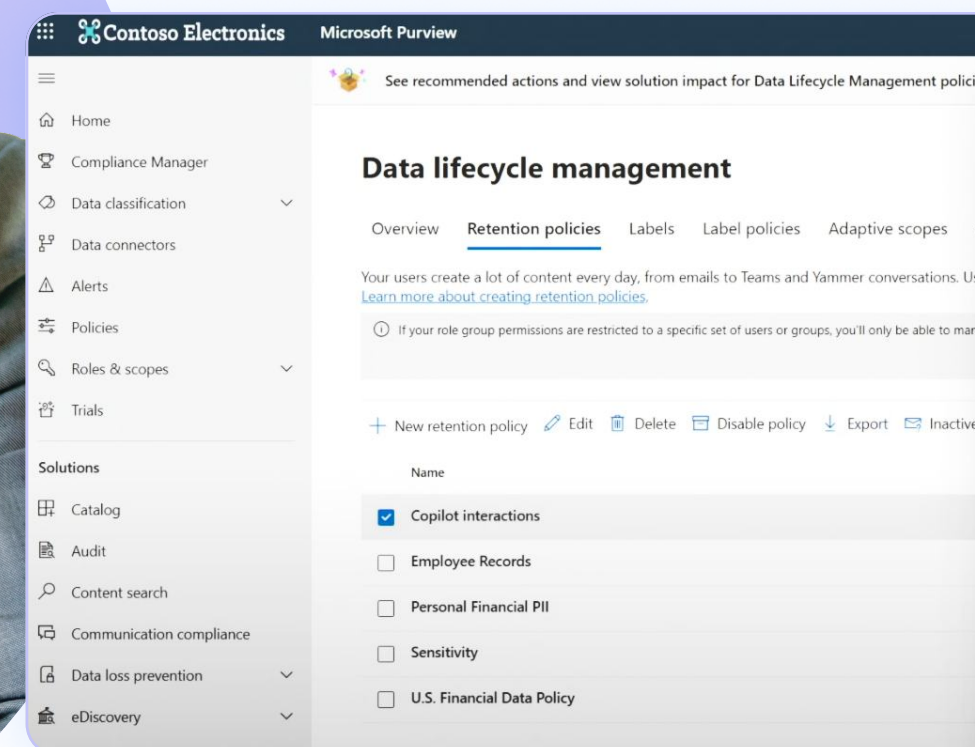


Enable responsible AI adoption in Microsoft 365 with **Copilot** **Readiness Accelerator**

Preparing for Microsoft Copilot Technical Readiness Checklist



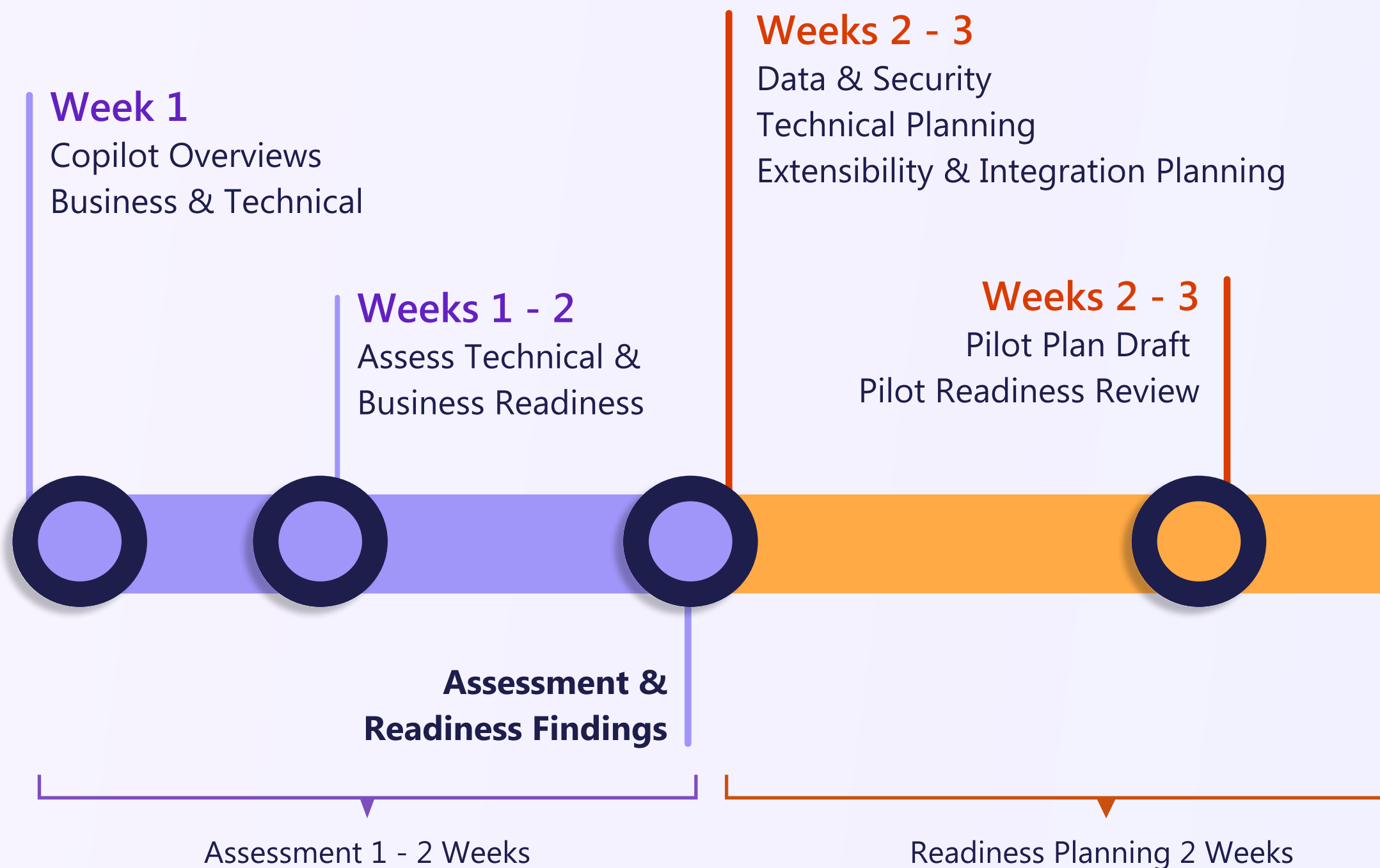
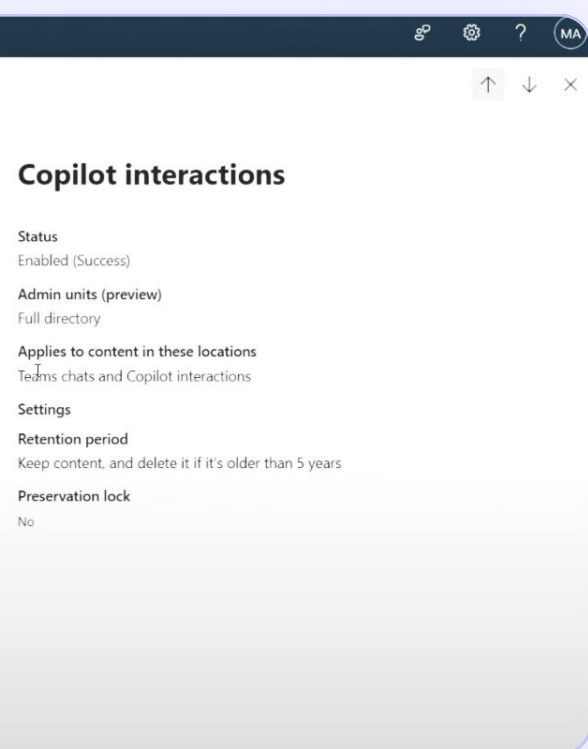
- Application Deployment**
Ensure the deployment of essential applications including Word, Excel, PowerPoint, Outlook, Microsoft Teams, OneDrive, SharePoint, and Exchange.
- OneDrive Account Setup**
Set up a OneDrive account for saving and sharing files within Microsoft 365 Copilot.
- Outlook for Windows Transition**
Transition to the new Outlook for Windows for seamless integration with Microsoft 365 Copilot.
- Microsoft Teams Access**
Ensure access to Microsoft Teams via the desktop client or web client for integration with Microsoft 365 Copilot.
- Update Channel Verification**
Verify that users are on the Current Channel to access Copilot, especially for enterprise subscribers.
- Microsoft Loop Enablement**
Enable Microsoft Loop for your tenant to utilize Copilot within Microsoft Loop.
- License Management**



How will we do it together?

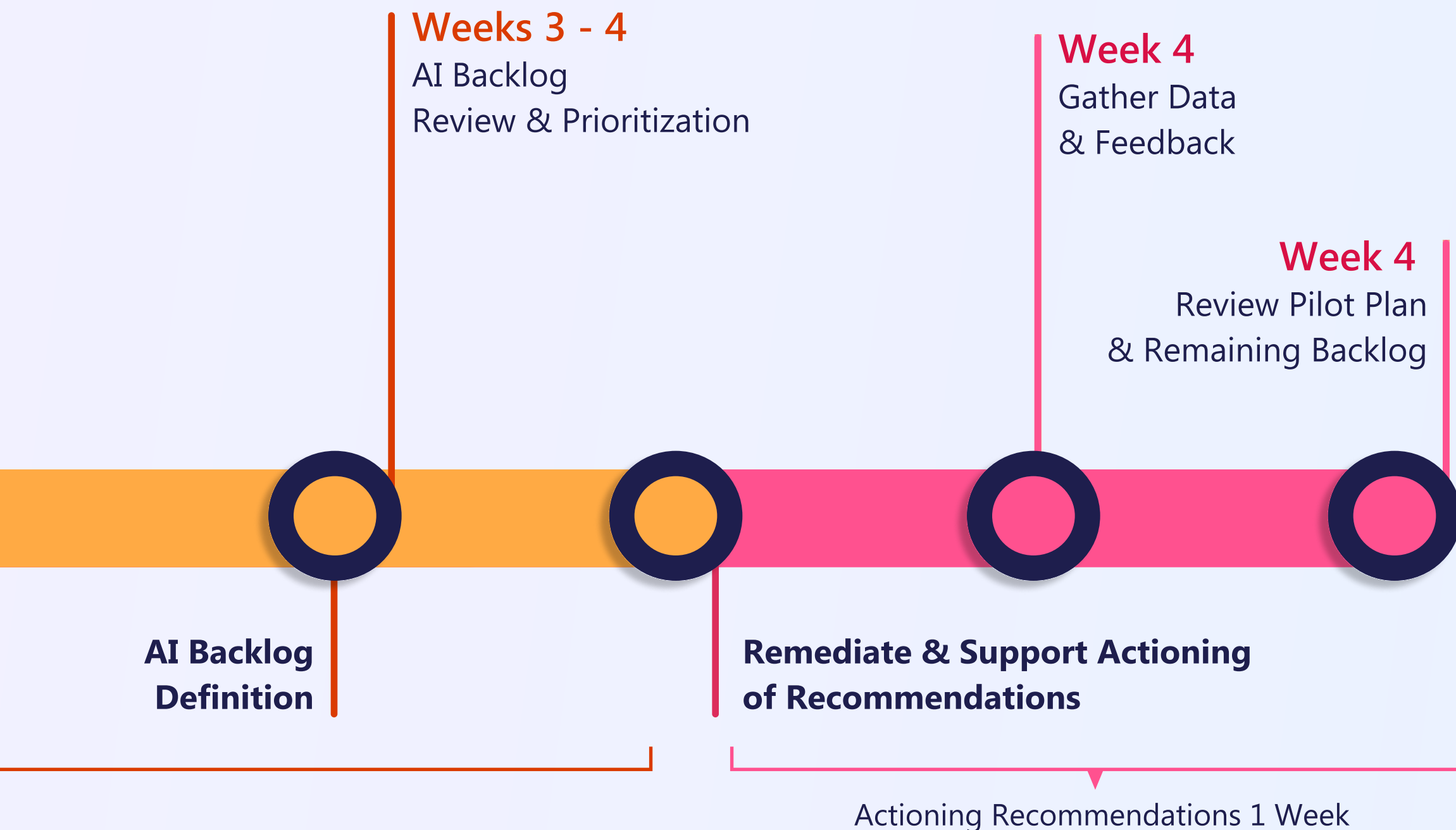
Estimated Duration: 1 to 4 Weeks

Work with our experts for assessments, preparation, and strategic planning, kickstarting your transformation with our 4-week Copilot Readiness Accelerator program.



What will we deliver?

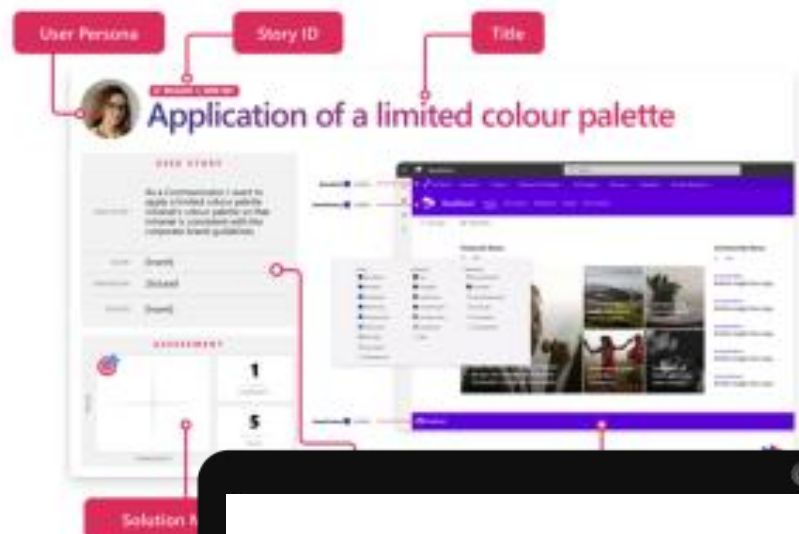
Technical & Business Assessment Findings
A Prioritized AI & Copilot Backlog
Expert Recommendations For Copilot Success
Flexible Support Implementing Recommendations



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 Khippte	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 Khippte	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.™

What We Do | Offers
Copilot Readiness Accelerator