

Copilot for Microsoft 365 Smart Rollout

Initiative highlights

Introduction

Copilot for Microsoft 365 Smart Rollout

During this Smart Rollout we help you identify your level of readiness to implement Copilot for Microsoft 365, remediate any roadblocks for a successful implementation and assist you in the rollout, training and adoption of Copilot for Microsoft 365

High level Plan

Copilot for Microsoft 365 Smart Rollout

1

Introduction to Copilot and Readiness Assessment

- Deliver introduction to Generative AI and Copilot for Microsoft 365 Session
- Complete Readiness Assessment survey
- Complete readiness report on Tenant
- Deliver results and define next steps

2

Remediations of Findings, Planning Adoption and training

- Remediate findings
- Define Awareness strategy
- Define training and Learning plan
- Assemble Center of Excellence team
- Identify communication Channels
- Define Rollout schedule
- Define measure of success

3

Copilot for M365 initial Setup

- Configure M365 deployment channel
- Configure Copilot
- Assign License
- Deploy Center of Excellence Template
- Prepare awareness messages
- Prepare training material

4

Pilot: validate rollout strategy, adoption and training

- Deploy training material
- Deploy awareness messages to pilot participants
- Deliver training to pilot participants
- Monitor usage and adoption

5

Continue Rollout with adoption and training updates

- Update Training
- Update awareness message and communication Channels
- Rollout Copilot to next batch of users
- Evaluate rolling out new features and functionality
- Monitor usage and adoption
- Survey Copilot users on impact

Duration

Copilot for Microsoft 365 Smart Rollout

Stage	Duration
Introduction to Copilot and readiness assessment	2 to 5 days
Remediations of findings, planning adoption and training	1 to 8 weeks
Copilot for M365 initial setup	2 to 4 weeks
Pilot: validate rollout strategy, adoption and training	4 to 8 weeks
Continue Rollout with adoption and training updates	1 to 6 months