Copilot for Microsoft 365 Workshop Agenda

Day 1 - Needs analysis and technical specifications discussion
🕐 60min

- Workshop outline
- Key stakeholder identification
- Expectations and opportunities
- Technical specifications
- Organization's implementation readiness evaluation

Day 2 - Service demonstration and discussion in common use cases
🕐 ~120min

- Microsoft's AI Vision
- Introduction to Copilot for Microsoft 365

- Using the service to:
- Create personalized content
- Improve the productivity
- Access key information on time
- Knowledge and best practices

- Copilot for Microsoft 365 extensions
- Typical use cases across departments

Day 3 - Creation of specific use cases for the Organization
🕐 60min

- Organization's main challenges
- Personas and their challenges
- Specific use cases
- Success Criteria
- Next steps