Assento

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Hackathon

Microsoft 365 Copilot

Microsoft 365 Copilot Hackathon

Microsoft 365 Copilot is an AI-powered assistant within the Microsoft 365 suite and a game-changer for productivity. Despite its transformative capabilities and applicability to various use cases, many users have not fully utilised its potential. This hackathon aims to accelerate business value realisation by facilitating the development of innovative, tailored solutions leveraging Copilot.

Objective

The objective of the hackathon is to **accelerate time-to-value** for organisations by helping participants develop innovative solutions to business challenges using Copilot that are relevant to their roles and use cases.

A hackathon is where individuals or small groups of people get together over time to build out solutions.

This initiative provides a stimulating environment where participants can engage in healthy competition and develop their creative and problem-solving skills.

The opportunity to learn new technologies and tools, especially those related to Microsoft 365 and AI.

Access to coaches who can help the teams bring their concepts to life.

Participants can meet new people, make connections, and potentially meet future collaborators.

Winners will receive recognition and prizes.

Prerequisites

- Microsoft 365 Copilot license assigned to at least one member of each team.
- At least one member of each team must be a licensed Copilot user.

Assento will:

- Manage overall engagement flow and coordinate resources to ensure timely completion of agreed deliverables.
- Provide assistance with hackathon planning and delivery including:
    - Guidance and best practice recommendations for a successful hackathon.
    - Co-creation of event plan (including agenda, communications, training)
    - Technical assistance to set up virtual event including set up of Microsoft Teams townhalls, breakout rooms.
- Microsoft 365 Copilot best practices, self-service tools, and resources for participants (like workshops, training materials, step-by-step guidance).
- Communications collateral (to be branded by customer).
- Provide a post-event report detailing the success stories and learnings from the hackathon.
- Advisory / change management support as required.

Microsoft 365 Copilot Hackathon
Recommended format: 1 day

1. **Before the Hackathon:**

   - Identify executive sponsor and form project team.

   - Identify target audience. Define what success for the hackathon looks like.

   - Develop event plan (i.e. communications and training plans, agree dates, location, agenda and prizes).

   - Confirm coaches and judges (also speakers and MC if applicable).

   - Promote the event and recruit participants.

     - Registration and form teams

   - End-user training and enablement sessions for participants.

2. **During the Hackathon:**

   - Welcome by executive sponsor.

   - Teams brainstorm ideas for their Copilot solutions. They should also plan how they will implement their ideas.

   - In the main part of the hackathon teams develop their solutions. Coaches will be available who can guide the teams when they face any issues.

   - **Presentation and Judging:**

   At the end of the hackathon, each team will present their solution. The judging panel can then evaluate each solution based on the agreed criteria.

   - **Announce Winners and Prizes:**

   Announce the winners and distribute prizes. This could include things like certificates, vouchers, or even opportunities for further development of their solution.

3. **Post-Hackathon:**

   - Collect feedback from the participants about the event.

   - Provide a platform for participants to network with each other and find additional resources.

   - Share the success stories from the hackathon with the organisation.

Sample day agenda

	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-13:00	13:00-13:30	13:30-14:00	14:00-14:30	14:30-15:00	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00
Exec Comm	Exec welcome Teams townhall			Break				Lunch				Presentations announced	Break			Closing and thanks		Networking and goodbyes
Activities		Teams build solutions			Teams build solutions					Teams build solutions & complete presentations				Presentation and Judging		Winners announced		

Coaches available to provide guidance and technical support.

Sample day agenda (including Learning Opportunities)

	9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-13:00	13:00-13:30	13:30-14:00	14:00-14:30	14:30-15:00	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00
Exec Comm	Exec welcome Teams townhall											Presentations announced					Closing and thanks	Networking and goodbyes
Activities		Teams build solutions		Break	Teams build solutions			Lunch		Teams build solutions & complete presentations			Break	Presentation and Judging		Winners announced		
Learning		Drop-in session: Copilot 101	Drop-in session: Effective Prompting		Drop-in session: Copilot in Teams		Drop-in session: Copilot Studio			Drop-in session: Ask the Expert								

Coaches available to provide guidance and technical support.

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Questions?

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