

## 1.1.1

### 1. Solution Description

Embark on a transformative journey with our specialized workshops designed to fully leverage the capabilities of Microsoft 365 Copilot in your organization. Developed by experts, this program is tailored for forward-thinking companies striving to integrate AI into their daily operations to enhance productivity and collaboration.

Our workshop series, consisting of 3 half-day sessions, offers a robust learning experience to prepare you to master the complexity of Copilot environments with ease and efficiency.

#### 1.1.1.1 1.1 Workshop No. 1: Kickoff and Microsoft 365 Copilot Fundamentals

##### 1.1.1 Overview

In this workshop, we will provide an introduction to Microsoft 365 Copilot and its capabilities, give an overview of the architecture of Microsoft 365 Copilot, and discuss the licensing of Microsoft 365 Copilot. This workshop is the first part of a three-part series aimed at providing a general overview.

During the workshop, we will experience a demonstration of Microsoft 365 Copilot in action, including document and meeting summarization, email and document creation, personal summarization of important events, emails, and information, among other capabilities. Participants will gain clarity on the capabilities and limitations of Microsoft 365 Copilot to set realistic expectations for its applications in their organization. We will also introduce possible personas for Microsoft 365 Copilot and discuss how to bring the power of AI to your users.

##### Agenda:

- Introduction to Microsoft 365 Copilot and its capabilities
- Overview of the architecture of Microsoft 365 Copilot
- Licensing of Microsoft 365 Copilot
- Demonstration of Microsoft 365 Copilot in action, including:
  - Summarization of documents and meetings
  - Creation of emails and documents
  - Personal summarization of important events, emails, and information
  - Other capabilities
- Gain clarity on the capabilities and limitations of Microsoft 365 Copilot
- Introduction of possible personas for Microsoft 365 Copilot
- How to bring AI to your users?
- Discussion of open questions

#### 1.1.2 Scope of Delivery and Performance (in-scope)

The workshop includes the following presentation materials:

- PowerPoint

- Interactive live demonstrations
- Discussion session
- Written summary of the workshop for all workshop participants

Workshop Duration: 4 hours

The workshop presentation will be provided as a PDF in German.

### 1.1.3 Customer Responsibilities / Not Included in Scope (out-of-scope)

For the described scope of services, the following customer responsibilities apply:

- Limiting the maximum number of participants to 12 people is recommended. Any exceeding of the recommended number of participants must be communicated by the customer in advance.
- Provision of a venue for conducting the workshop. Provision of a projector/display with connection cables and adapters.
- If needed, the workshop can also be conducted virtually, in which case the Microsoft Teams solution will be used. Necessary hardware must be provided by the customer for the participants.

Not included in this offer are:

- Production of results in languages other than German. If results in English are desired, this must be agreed upon in advance.
- Licenses
- Training materials, manuals, or similar.

## 1.1.2 1.2 Workshop No. 2: Strategic Data Consolidation, Archiving & Security

### 1.2.1 Overview

BitHawk will demonstrate the importance of consolidating your data under a Microsoft 365 tenant (SharePoint Online, Exchange Online, etc.) and how this maximizes the potential of Microsoft 365 Copilot.

#### Agenda:

- Data Governance - What do I need for the use of M365 Copilot? Why do I need it?
  - Migration and archiving
  - Data classification
  - Information protection
  - Content labeling
  - Microsoft Syntex

### 1.2.2 Scope of Delivery and Performance (in-scope)

In this workshop, we will dive deep into the technological workings of M365 Copilot and outline important framework conditions for its use. Additionally, we will present possible use

cases for these technologies and discuss the capabilities and limitations of these technologies to set realistic expectations for their application in your company.

Workshop Duration: 4 hours

The workshop presentation will be provided as a PDF in German.

### 1.2.3 Customer Responsibilities / Not Included in Scope (out-of-scope)

For the described scope of services, the following customer responsibilities apply:

- BitHawk recommends conducting the workshop with project management and participants from different departments.
- The selection of representative departments depends on your organizational structure.
- A maximum number of 12 participants is desired. Any exceeding of the recommended number of participants must be communicated by the customer in advance.
- Provision of a venue for conducting the workshop. Provision of a projector/display with connection cables and adapters.
- If needed, the workshop can also be conducted virtually, in which case the Microsoft Teams solution will be used. Necessary hardware must be provided by the customer for the participants.

Not included in this offer are:

- Communication to end users is generally provided by the customer.
- Hotline, support, floorwalker, training materials, etc.
- Production of results in languages other than German. If results in English are desired, this must be agreed upon in advance.

## 1.1.3 1.3 Workshop No. 3: M365 Copilot Use Cases and Adoption & Change Management

### 1.3.1 Overview

The final workshop addresses the non-technical aspect and provides deeper insights into topics relevant to end users. Microsoft 365 Copilot is new, and it is necessary to gain experience to recognize its real potential for use.

#### Agenda:

- M365 Copilot - Relevance in the context of new possibilities
- Adoption & Change Management
- Use Cases
- Pilot Framework
- Summary & Next Steps

### 1.3.2 Scope of Delivery and Performance (in-scope)

Workshop with the following presentation materials:

- PowerPoint
- Live demonstrations
- Interactive group exercises & feedback loops
- Discussion session
- Written summary of the workshop for all workshop participants

Workshop Duration: 4 hours

The workshop presentation will be provided as a PDF including photo documentation in German.

### **1.3.3 Customer Responsibilities / Not Included in Scope (out-of-scope)**

For the described scope of services, the following customer responsibilities apply:

- BitHawk recommends conducting the workshop with project management and participants from different departments.
- The selection of representative departments depends on your organizational structure.
- A maximum number of 12 participants is desired. Any exceeding of the recommended number of participants must be communicated by the customer in advance.
- Provision of a venue for conducting the workshop. Provision of a projector/display with connection cables and adapters.
- If needed, the workshop can also be conducted virtually, in which case the Microsoft Teams solution will be used. Necessary hardware must be provided by the customer for the participants.

Not included in this offer are:

- Communication to end users is generally provided by the customer.
- Hotline, support, floorwalker, training materials, etc.
- Production of results in languages other than German. If results in English are desired, this must be agreed upon in advance.