**COMPUTERLAND**
ERP & IT SERVICES

Solution offer

Copilot for M365 – User Adoption

With Copilot for M365, companies now benefit from personalized and continuous support to optimize their use of Microsoft 365 collaborative tools, such as Teams, SharePoint, OneDrive, Outlook, etc. Copilot for M365 also offers responsive, high-quality technical support, as well as enhanced data and access security.

However, it is essential to think about implementing this powerful tool within your company. This is why we offer here support for the adoption of Copilot for 'key users' in order to transform them into Copilot Champions (internal referent allowing them to be the internal relay with their colleagues).

In practice:
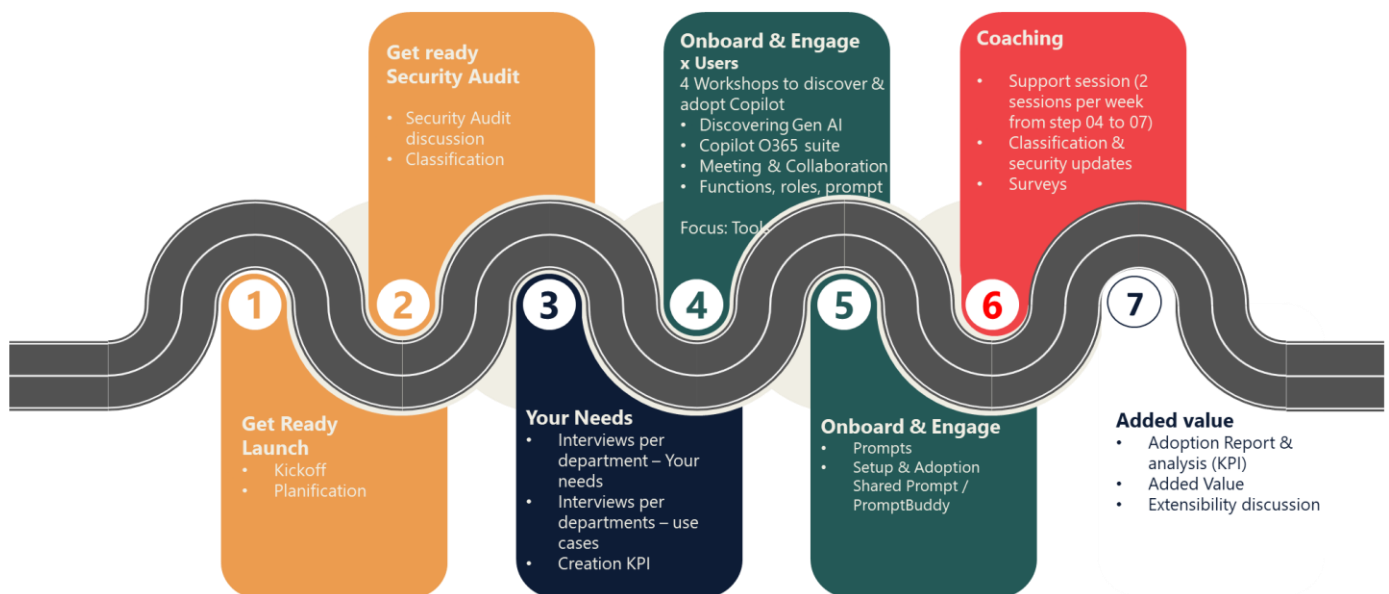
The tasks planned are as follows:

1. Getting Started

- Internal and external kick-off meetings: validation of prerequisites, presentation of the solution, benefits, features,
- Choice with the client of '*Key Users*' (*) and review of Sharepoint access for them,
- Checks of the Microsoft Tenant and deployed office suite versions,
- Using the Report M365 Copilot Optimization Assessment,
- Review of the scope if necessary.

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2. Product Activation

- Product activation – adding licenses and assigning licenses to Key *Users*,
- Analysis and writing of the '*Use Cases*' requested by the '*Key Users*',
- Live Demo of the '*Uses Cases*' from a demo holder,
- Introduction to Copilot Lab to understand how to use the Prompt.
- Help with getting started with the client infrastructure.

3. Coaching

- Coaching on Copilot following the Personas (duration of 3 weeks containing 2 calls of 1 hour per week): interaction according to the function and modification of configurations if necessary,
- o Risk analysis on data during Proof of Concept (PoC),
- Presentation of a Security & Compliance document (Purview) to establish the risk.

4. Feedback

- Following the defined PoC period (3 to 4 weeks), establishment of a report on the use of the product, the functional gap and the Business & Process impacts of the company,
- Presentation of this report and proposal of a correction roadmap before full or partial rollout of the company.

(*) this choice is the responsibility of the Client, bearing in mind that this first phase of adoption will make it possible to verify whether sensitive data is already accessible to them (Copilot by facilitating access).

Deliverables:

- Copilot's document, which describes the features, benefits and use of the product, as well as possible use cases and scenarios for the company,
- Gap Analysis documents, which identify gaps between the needs and expectations of society and the capabilities of the product, as well as the solutions envisaged to close or reduce them,
- The product usage report, which presents the results and feedback obtained during the PoC period, as well as the performance and satisfaction indicators,
- The proposed remediation roadmap, which provides an action plan and timeline to address any issues encountered during the PoC and improve the product's suitability for the company's needs. It also includes recommendations for the full or partial deployment of the product according to the company's priorities and constraints.

Pricing and order form:

- ☐ Contact us for pricing details

Our general terms and conditions of sale apply. You can check them out here: https://www.computerland.be/cgv.

The following special conditions apply:
- The turnaround time for Computerland is at its discretion; everything will be done to be able to respond as quickly as possible,
- The Customer shall ensure that it provides Computerland with adequate access to its data by ensuring that security requirements are met; Customer agrees to Copilot accessing and using such data in accordance with Microsoft's privacy and use policies,
- The feasibility of the project is left to the discretion of Computerland, which will communicate immediately in the event of prerequisites or non-feasibility.