

# Microsoft 365 Copilot Readiness



## WHAT

Get ready for Microsoft 365 Copilot with our assessment workshop

Microsoft 365 Copilot is an amazing solution that can boost your business productivity and collaboration like never before. It offers a rich set of features and capabilities that can enable your teams to work smarter and achieve more.

But to make the most of Microsoft 365 Copilot, you need to plan ahead, assess your readiness, and execute flawlessly. That's why ConXioN is here to help. We have a proven track record of helping organizations like yours in their digital transformations, and we know how to provide you with a customized readiness assessment service that will prepare you for a smooth transition to Microsoft 365 Copilot.

ConXioN's approach is to deliver a comprehensive three-phase engagement, focusing on Microsoft 365 Copilot. We will conduct workshops with you to understand your current environment, your business goals and challenges, and your expectations and requirements from Microsoft 365 Copilot. We will then provide you with a detailed report and roadmap that will outline the steps and actions needed to ensure a successful implementation of Microsoft 365 Copilot.

We want to help you make the most of Microsoft 365 Copilot, a powerful tool that can transform your organization with AI. That's why we have designed a comprehensive workshop program that will guide you through every step of the way, from assessment to implementation.

## 3 Phases



### Phase 1: Assess

This is where we start. We work with you to understand your goals, needs, and challenges. We identify the key people who will be involved in the project and collect the necessary information to evaluate your readiness. We also give you tips and best practices to make sure you are well prepared for the next phases.

### Phase 2: Art of the Possible

During this phase we will investigate the possibilities and what AI could do for your company and users. This phase will also help you determine the priorities and possible quick wins.

### Phase 3: Build the Plan

In this phase we will be looking at putting the things we have learned during phase 1 & 2 into a Roadmap that will guide us through the implementation stage.

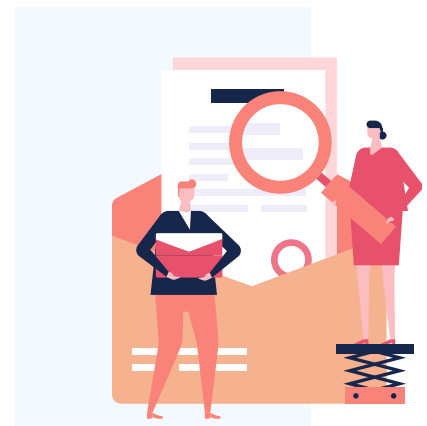
## WHAT: Assessment workshop

In this workshop, we will focus on Phase 1: The Assess phase. We will explain what the workshop is about, what technical requirements you need to meet for Microsoft 365 Copilot, and how to get ready for AI. We will also set the stage for the Art of the Possible phase.

Scope: Conduct the readiness assessment and provide feedback and recommendations.

In this workshop, we will:

- Identify key stakeholders
- Outline and discuss upcoming activities
- Give an overview of Microsoft 365 Copilot
- Explore challenges and opportunities
- Deliver Microsoft 365 pre-engagement kick-off
- Review assessment and provide guidance
- Prepare for the Art of the Possible workshop



## Workshop Sessions



### Session 1: Welcome to the Workshop

**Description:** We are excited to introduce you to the workshop sessions, where you will learn about the content and objectives of each one. We will also make sure that you know what we expect from you and what you can expect from us during the workshop.

**Outcome:** The purpose of this session is to give you a clear picture of what the workshop is about and how it will benefit you. By doing this, we hope to create a positive and productive workshop experience for you.

### Session 2: Are You Ready for Microsoft 365 Copilot?

**Description:** This is a readiness test that checks if you have met the prerequisites for Microsoft 365 Copilot.

**Outcome:** Motivate and support you to complete the test or let ConXioN do it for you with your consent. This will ensure that you are fully equipped to use Microsoft 365 Copilot.

### Session 3: How to Get Ready for Microsoft 365 Copilot

**Description:** The assessment results show how ready you are for adopting Microsoft 365 Copilot. They also provide feedback and suggestions for fixing any technical issues.

**Outcome:** Teach you about the technical requirements for Microsoft 365 Copilot and direct you to resources where you can find more help. Help you understand what you need to do to get ready for Microsoft 365 Copilot and guide you in taking the next steps to solve any problems and address any gaps.



WHY

Usually, the best technical solution or a ready-made solution is not enough. As an employee and as an organization, you also need **a solution that fits like a glove**. That is why, from the onset, we focus on the **end user** and on **change management**: a solution the end user does not use is just a waste of your time and money.

Hence the **importance** of this readiness assessment. The thorough preliminary investigation prevents bad investments, and the outcome of the assessment makes it possible to make the right decision.



5 benefits



Solution that fits the needs



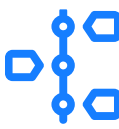
Focus on the end user



Control over budget



Detailed assessment



Clear roadmap