

Microsoft 365 Copilot Accelerator



WHAT

Start using Microsoft 365 Copilot with our evaluation acceleration track.

You've already spent effort and time in getting ready for Microsoft 365 Copilot, ensuring all technical requirements are met and having gone through a thorough security clearance process. You're ready!

Now is the time to get your organization's hands dirty. Through our 3-step evaluation process, you get to kick-off Microsoft 365 Copilot with a core team, and evaluate business value as well as empower and train your core team to spread the message across your organization.

ConXioN will be with you through this process of evaluating Microsoft 365 Copilot to maximize its value and make sure you can continue growing your generative AI efforts with confidence.

3 Phases



Phase 1: Kick-off (1 week)

Getting off on the right foot is important. What is in store for your organization throughout this accelerator?

We go through all the steps to take with **key stakeholders** and **plan ahead** so that we can finalize within 90 days and ensure agility for your organization.

We will also identify the departments in scope and their respective champion(s) for the next phases.

Phase 2: Onboard & Engage (4 weeks)

During this phase, we're **onboarding the champions** and assigning them Copilot **licenses** as well as given them elaborate **training**. We'll also follow up with them during this phase, gather **insights** into their usage and **prepare them to lead training** sessions for a **broader audience**.

Phase 3: Deliver Impact (4 weeks)

In this last phase, we're setting the champions up to deliver **lunch-and-learn** sessions for an even broader audience outside the initial departments. IT stakeholders will get their hands dirty with Copilot Studio to **extend Copilot** and integrate with your line-of-business systems (e.g.). We'll also deliver in-depth **prompt engineering** training and continuously gather analytics and feedback.

We'll also **finalize the accelerator** with **key findings** and a **high-level future roadmap** to extend and optimize for your executive leadership teams.

WHAT: Evaluation workshops

1. Kick-off

Core Team Kick-off

In this workshop we'll set expectations for key stakeholders (sponsor, department leads, IT specialists, internal communications lead) and talk about how generative AI could positively impact and reinvent your business. We'll also set communication checkpoints and define which departments are joining the evaluation. Finally, we'll also have a list of champions for this evaluation accelerator.

To be eligible for MCI funding, you need **at least 3 departments** participating.



2. Onboard & Engage

Onboard & Train Champions

In this workshop we'll detail what we expect from Champions and provide functional scenarios of Copilot usage, best practices and prompt basics. They'll get 10 foundational skills as a takeaway.

End User Training

We will deliver end-user training in tandem with the champions to deliver the training the champions received to a broader audience. Getting the champions involved in these sessions increases user adoption and champion engagement.

Analytics Workshop

After the champion and end user training sessions, monitoring of usage can start to gather valuable insights into user adoption and impact. IT stakeholders will have knowledge of how to use the Copilot dashboard.

The functional scenarios are tailored to your organization and could consist of several verticals like Communications, Customer Service, HR, Finance, IT, ...

3. Deliver Impact

End User Lunch & Learns

We will refresh/reinforce Copilot concepts and topics to end users together with champions, e.g. focusing on a particular application, vertical or more general examples of usage.



Customizing and extending Copilot with Copilot Studio

In this workshop, we'll introduce Microsoft Copilot Studio to IT technicians with a demo showcase of a conversational plugin.

Prompt Engineering Deep-dive

This session provides a deep-dive on prompt engineering that goes beyond simple best practices and introduces concepts like hallucination, quality improvement, prompt templates and prompt/response evaluation.

End User Survey & Business Case

We'll send out a survey for end users to understand the broad sentiment of this acceleration track and Copilot. We'll use this as input to help you build your business case and build a high-level future roadmap.



WHY

There's no better way to experience what value Microsoft 365 Copilot can provide for organization than to take it for an elaborate test-drive. This track will challenge your organization to learn and use Copilot for day-to-day scenarios with frequent check-in sessions and hands-on training.

Users will be engaged and supported throughout this process. Through this acceleration track they will feel the magic of Copilot themselves and spread that value across your organization.



5 benefits



Tailored to your organization (you choose departments, champions and verticals)



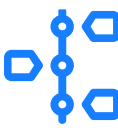
Focus on broad adoption using a network of champions



Clear scope and budgetary engagement



Detailed final report with analytics, user feedback/sentiment



A high-level future roadmap on generative AI for your organization