

Hable

AI Pathfinder Programme



Copilot for Microsoft 365.
Your AI assistant at work



Employee experience

Why upgrade to Copilot for Microsoft 365?

Managing organisational data has become the new normal. But is it impacting your people's productivity?

The facts...

57%

57% of people spend their time **communicating** in meetings, email, and chat in Microsoft 365

68%

68% of people say they don't have enough **uninterrupted focus time** during the workday

43%

The other 43% of time is spent **creating** documents, spreadsheets, and presentations

62%

62% of people say they **struggle** with **spending too much time searching** for information in their workday

Our objective

- Support organisations who want to explore the potential impact and benefit of AI at work
- Plan and deliver a Pathfinder programme that identifies and prepares organisations for the adoption and use of Copilot for Microsoft 365

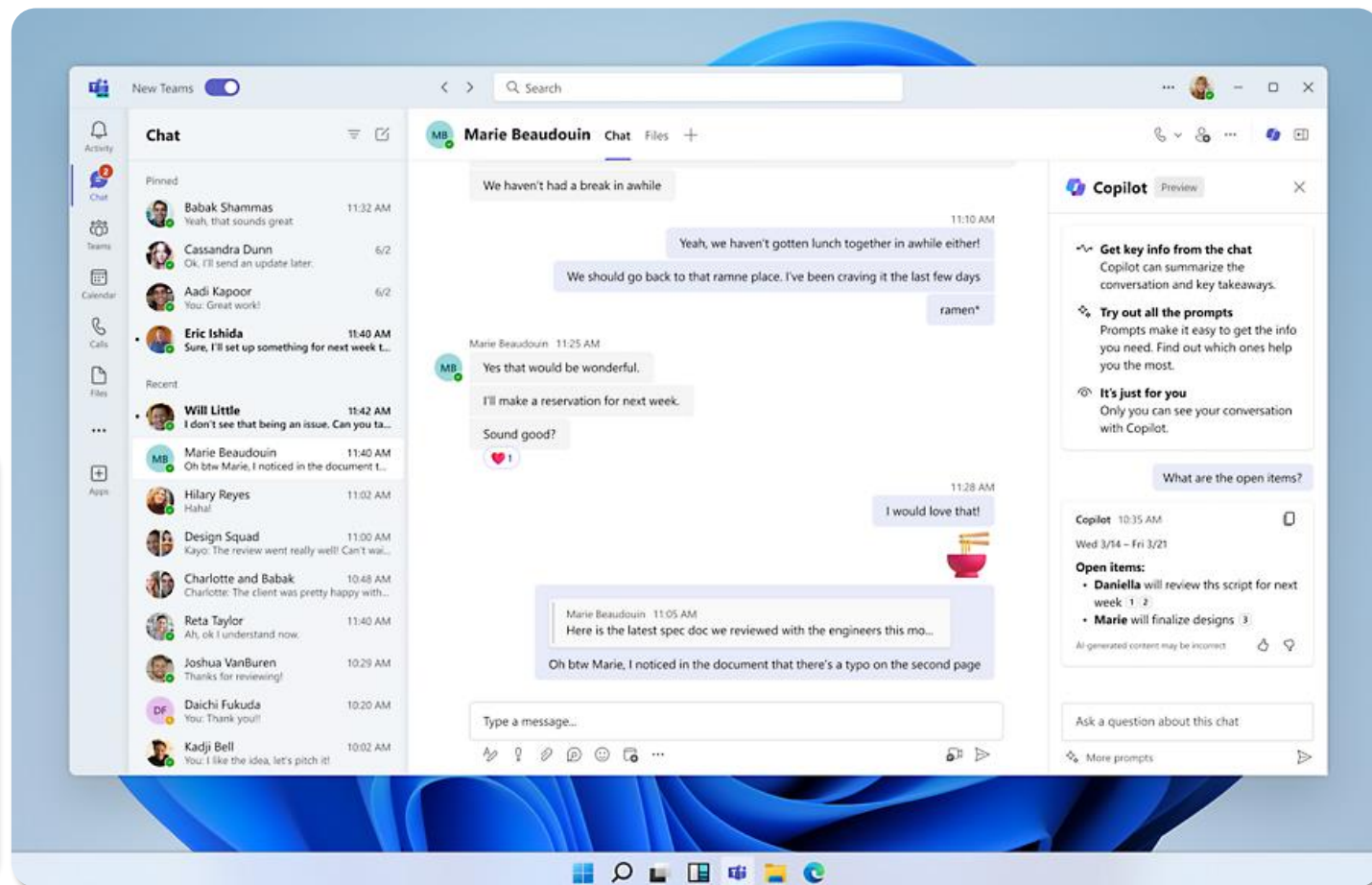
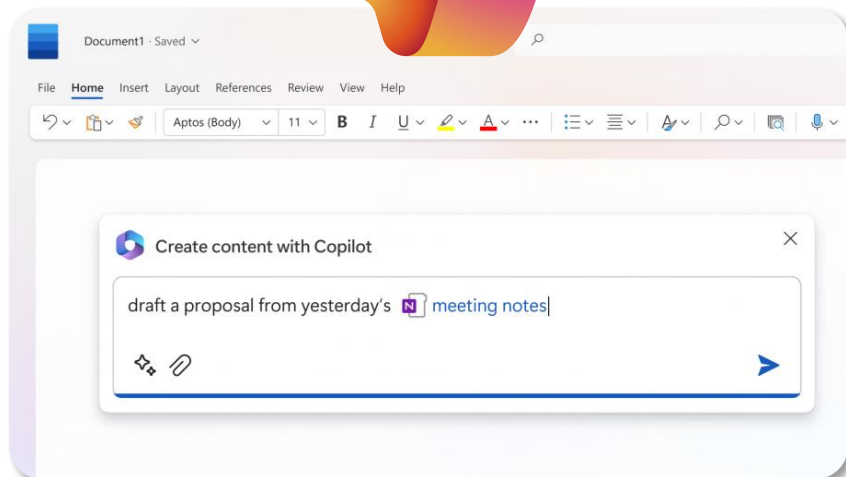


Employee experience

Access to your organisations' content and context

Click to find out more about Copilot for Microsoft 365

Embedded across your Microsoft 365 apps



Employee experience

AI Pathfinder Full Programme

This programme is designed to support organisations who want to explore the potential impact and benefit of AI. We will work with you to plan and deliver a Pathfinder programme that identifies and then prepares a cohort of users for the adoption and use of Copilot for Microsoft 365 at work.

What we will provide:

Change Readiness Assessment

- Conduct a Digital Skills Audit to assess current levels of maturity of use within the relevant scenarios and digital applications.
 - Digital Skills Survey
 - Focus Groups
- Create AI Persona Profiles that creates cohorts of users based on the purpose and characteristics of their work.
- Assess readiness for change at individual and organisational level. Identifying any risks and barriers to successful completion of the programme.
- Summarise insights and outputs of the assessment activity in a Change Readiness Report

Change Enablement Plans

Using the insights gained during the assessment activity and using the profiles created, we will produce the required change enablement plans:

- Sponsor and Comms Plan
- Pathfinder Plan
- Learning Plan
- Measurement Plan

Communications

- Launch the AI Pathfinder Programme
- Create the required copy and/or design assets to communicate to the Pathfinder group, as defined in the Comms Plan

Pathfinder Learning Programme

Onboard your Pathfinder Group onto a learning programme that will ensure they have the awareness, desire, knowledge and ability to bring Copilot into their workflow.

- Deliver a 6-week learning programme for your Pathfinder Cohort (max 300)
- Provide learning for relevant persona scenarios (max 5)
- Provide workplace coaching for the duration of the learning programme

AI Pathfinder Programme Review

- Complete a comprehensive review of the experience, impact and outcomes from the use of Copilot by the Pathfinder Group.
- Produce a report that includes progress against agreed measurement criteria and insights to inform a full business case for the use of AI across the organisation.

Delivery schedule: 8-12 months

Cost: £110,000

Terms, Conditions & Exclusions



Terms & Conditions (Summary)

1. The initial assessment would consist of an agreed set of sessions between the organisation and Hable. We ask for an open, detailed conversations with all key stakeholders to really understand the change.
2. Committing to this service also commits you to join Hable in creating a safe place for all that engage to disclose information. Information will not be held against individuals or as a way to discriminate.
3. All costs indicated are not final and will be subject to scoping during initial assessment. They do not include VAT or mark-up.
4. Further requirements identified that are outside the scope of activities included in this programme or as additional elements to the project will be re-scoped and charged as extra accordingly.
5. The services included in this listing are there as a guideline and not the definitive list of deliverables, this will be confirmed after the initial assessment. A typical assessment will take as indicated from assessment to completion, however this will be confirmed from point of initiation and is agreed on a case by case basis.
6. We ask that when Hable issues project work for approval, that the timelines we indicate are met by all stakeholders.
7. Any nil-responses will be deemed as approvals in order to deliver on time and final delivery will signal obligations met and costs due.
8. If the project is delayed and goes beyond the date originally scoped, Hable may need to charge further project management costs.

Exclusions:

- Cost of Copilot for Microsoft 365 licenses (owned by organisation)
- ASSESS AND PLAN ONLY: Full communications campaign for launch of Copilot across the organisation
- Workplace coaching outside of the 6-week learning programme period
- Bespoke scenario development
- Technical review of your data governance and management processes
- Technical security and compliance assessment

Assumptions:

- Microsoft 365 accounts with Copilot licence will be required for all relevant Hable Consultants from the start of the programme



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