Microsoft 365 Copilot



How Copilot helps in your daily work

Microsoft 365 Copilot is an AI-powered tool that integrates with Microsoft 365 applications. It basically integrates the technology behind ChatGPT into various Microsoft applications, such as Word, Excel, PowerPoint and Outlook and assists users in tasks such as writing, editing, summarizing, and formatting documents, creating spreadsheets, designing presentations, and managing emails.

Microsoft 365 Copilot uses the data and documents already present in your tenant. And you can even add your own data sources to provide intelligent assistance to employees in real-time. It helps you unleash creativity, unlock productivity, and uplevel skills in the context of your work. Of course, there is more to it than that, but this is the gist of it.

Experience using Microsoft 365 Copilot with a select user group

A pilot is a small-scale test of a new technology or idea before implementing it on a larger scale. A pilot has many benefits such as:

- It enables you to test Microsoft Copilot in your own tenant and get feedback from users.
- It helps you practice and learn how to use it effectively and efficiently in your organization.
- Success stories and evidence can be used to gain support and momentum for the use of AI technology.
- It helps to set a realistic budget and timeline for the full-scale implementation and adoption of Microsoft 365 Copilot in your organization.

"Microsoft 365 Copilot is the ultimate expression of our mission to empower every person and every organization on the planet to achieve more. It's a new way of interacting with technology that is natural, intuitive, and adaptive."



Satya Nadella CEO Microsft

Pilot activity overview - from preparation to evaluation

PREPAR	RE	EXECUTE		REINFORCE
Awareness	Desire	Knowledge	Ability	Reinforcement
 Drawing up a pilot adoption plan Objectives Relevant scenarios Pilot group Capture communication and training methods Timelines Announcement to stakeholders and stakeholders and stakeholders about "the why of the pilot and impact" 	 Inspiration session(s) about the possibilities of CO-pilot for pilot group Setting up a community (Al knowledge center) for distributing updates, sharing experiences and tips & tricks for central knowledge assurance Second announcement with information about training, practical information and role of the pilot participant 	Make a diverse range of training courses available: Introduction to Generative AI and M365 Copilot M365 Copilot scenarios in practice Formulate effective prompts Responsible AI: Ethics and responsibility Making FAQ, Quick-reference cards available on the AI Knowledge Center	After go live: Walk-in consultation hours and interim evaluation meetings Communicate about pilot progress and share additional tips & tricks	 Get feedback from Al knowledge center members on communication and instructions Final evaluation with pilot group to define next steps
X – 6 weeks	X – 4 weeks	X – 2 weeks	X + 2 weeks	X + 2 weeks
	Pilot start			

What you get

Conducting the pilot for one month with Microsoft 365 Copilot brings you the following results:

- We help you manage and assign Microsoft 365 Copilot licenses using the Microsoft 365 admin center.
- Prosci certified change management consultants who will drive the change process.
- A proven approach aimed at managing the pilot in manageable steps.
- A toolkit with adoption accelerators for you to use that fit different user groups and personas.
- InSpark best practices for skilling people on the use of AI and training on Microsoft Copilot to leverage the power of generative AI in their daily work.
- An evaluation report to define next steps.

