Microsoft

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Copilot for Microsoft 365 Adoption Accelerator

Agenda

- Introduction

- Engagement overview

- Stakeholder availability and schedule

- Customer requirements and tools necessary for conducting the engagement

- Expectations and next steps

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Copilot for Microsoft 365 Adoption Accelerator Engagement goals

Copilot for Microsoft 365 Adoption Accelerator Engagement is designed to help organizations adopt Copilot for Microsoft 365

01   Address Copilot for Microsoft 365 optimization opportunities

Deliver scope agreed upon by Partner and Customer to prepare for copilot and to deploy copilot

02   Establish adoption strategy for employees

Develop engagement plan and training plans that meet the needs of your customers

03   Accelerate adoption of Copilot for Microsoft 365 using Rapid Learning

Create a Center of Excellence and leverage Copilot Labs in rapid learning sessions to become familiar with prompting and Copilot for Microsoft 365

04   Monitoring and Reporting of Adoption

Develop and implement plan for monitoring and reporting the successful adoption of Copilot for Microsoft 365

Copilot Implementation

The Adoption Accelerator Engagement is designed to help ensure successful adoption of Copilot for Microsoft 365.

The high-value scenarios will be the focus for the Adoption Accelerator Engagement. Include **Adoption Managers**, **Business Decision Makers**, **End-User Support**, **Champions, and relevant customer and partner resources to support the Prepare and Deploy** in the Copilot Implementation. Responsibility should be handed off for sustained success.

Assess and Plan

Perform optimization assessment

Address Security, Governance, and Data Access questions

Showcase Copilot for Microsoft 365 capabilities

Discover high-value scenarios and personas

Build Copilot implementation and optimization plan

Prepare and Deploy

Address optimization assessment opportunities:
- Manage overprivileged and risky users
- Mitigate device risk
- Prevent over-exposure of data
- Discover and control the use of AI apps
- Deploy Microsoft 365 Apps and/or configure channel

Configure Copilot and assign licenses with Setup Guide

Drive Adoption

Build a Copilot Center of Excellence

Build the adoption plan:
- Plan the awareness strategy
- Build the learning plan
- Establish success measures and reporting

Execute the plan to drive adoption

Copilot for Microsoft 365 Workshop

You are here

Copilot for Microsoft 365 Adoption Accelerator

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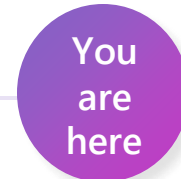
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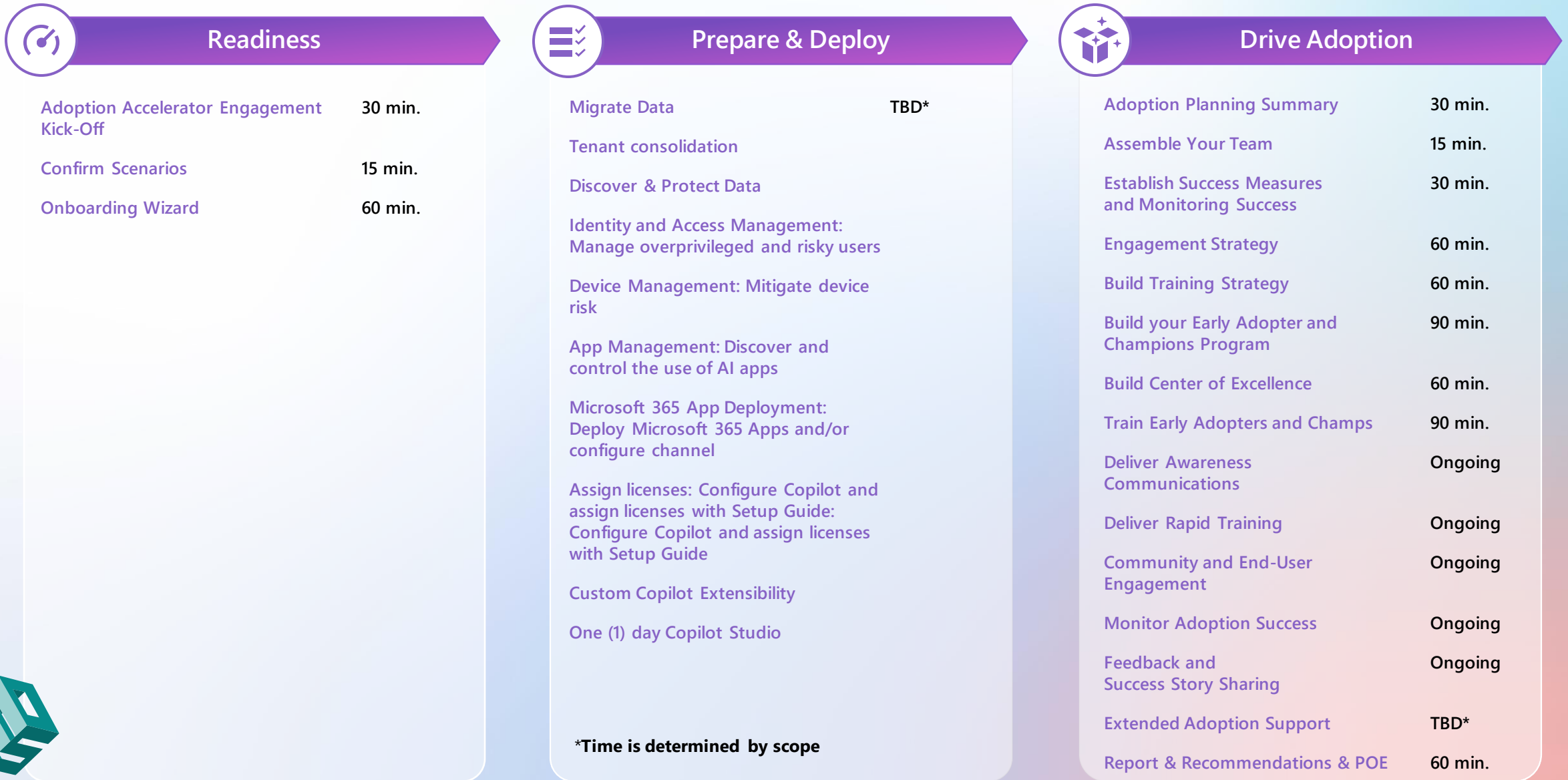
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Copilot Workshop

Adoption Accelerator

Journey to Copilot

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Copilot for Microsoft 365 Adoption Accelerator

Readiness

Adoption Accelerator Engagement Kick-Off	30 min.
Confirm Scenarios	15 min.
Onboarding Wizard	60 min.

Prepare & Deploy

Migrate Data	TBD*
Tenant consolidation	
Discover & Protect Data	
Identity and Access Management: Manage overprivileged and risky users	
Device Management: Mitigate device risk	
App Management: Discover and control the use of AI apps	
Microsoft 365 App Deployment: Deploy Microsoft 365 Apps and/or configure channel	
Assign licenses: Configure Copilot and assign licenses with Setup Guide: Configure Copilot and assign licenses with Setup Guide	
Custom Copilot Extensibility	
One (1) day Copilot Studio	

*Time is determined by scope

Drive Adoption

Adoption Planning Summary	30 min.
Assemble Your Team	15 min.
Establish Success Measures and Monitoring Success	30 min.
Engagement Strategy	60 min.
Build Training Strategy	60 min.
Build your Early Adopter and Champions Program	90 min.
Build Center of Excellence	60 min.
Train Early Adopters and Champs	90 min.
Deliver Awareness Communications	Ongoing
Deliver Rapid Training	Ongoing
Community and End-User Engagement	Ongoing
Monitor Adoption Success	Ongoing
Feedback and Success Story Sharing	Ongoing
Extended Adoption Support	TBD*
Report & Recommendations & POE	60 min.

Outcomes

Engagement outcomes may include:

Construction of the adoption plan

Execution of the adoption plan

Creation of a Center of Excellence

Trackable adoption success

Addressed Copilot optimization opportunities

Scope

Goals: Provide the adoption planning summary of the overall adoption for Copilot for Microsoft 365 and discuss key components

Scope: Identify key stakeholders for participation and complete the adoption planning summary

We will achieve this in the following sessions:

Copilot for Microsoft 365 adoption kick-off

Confirm scenarios

Onboarding wizard walk-through

Scope

Goals: Execution of the opportunities identified in the Copilot implementation plan for the customer

Scope: Execution of the scope that is defined and agreed upon by the partner and the customer that addresses at least one line item in the customer's Copilot implementation plan.

Acceptable scope includes:

Migration of data	Microsoft 365 App deployment
Tenant consolidation	Extended adoption support
Discovering and protection of data	Custom Copilot plug-ins
Identity & access management	One (1) day Copilot Studio Workshop
Device management	
Microsoft 365 App management	

Scope

Goals: Develop a comprehensive adoption plan focused on the high value scenarios

Scope: The plan for adoption of Copilot for Microsoft 365

We will achieve this in the following sessions:

Provide summary of adoption planning

Establish success measures and monitoring success

Engagement strategy

Training strategy

Scope

Goals: Execution of the adoption plan

Scope: Execution of the plan developed in the previous phase: Build the Plan

You will drive adoption by:

Building the center of excellence

Training the Copilot flight crew

(Training the Copilot champs)

Delivering end user and exec communications

Delivering rapid learning

Community and end-user engagement

Monitoring adoption success

Obtaining feedback and success story sharing

Completion and delivery of engagement report and recommendations

Customer responsibilities

Access to teams during the engagement

Participation from change management leads, stakeholders, BDMs, Executives, Enterprise Architects, IT Leads, and knowledge workers is required for different sessions.

Assign a stakeholder to support the engagement

A stakeholder/sponsor is required to oversee and own the engagement process from the customer side.

Next steps

Agree to proceed with the sessions

Set a date for the engagement activities

Plan the sessions and coordinate with attendees.

Confirm participation from key stakeholders to complete the engagement as planned.

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Thank you.