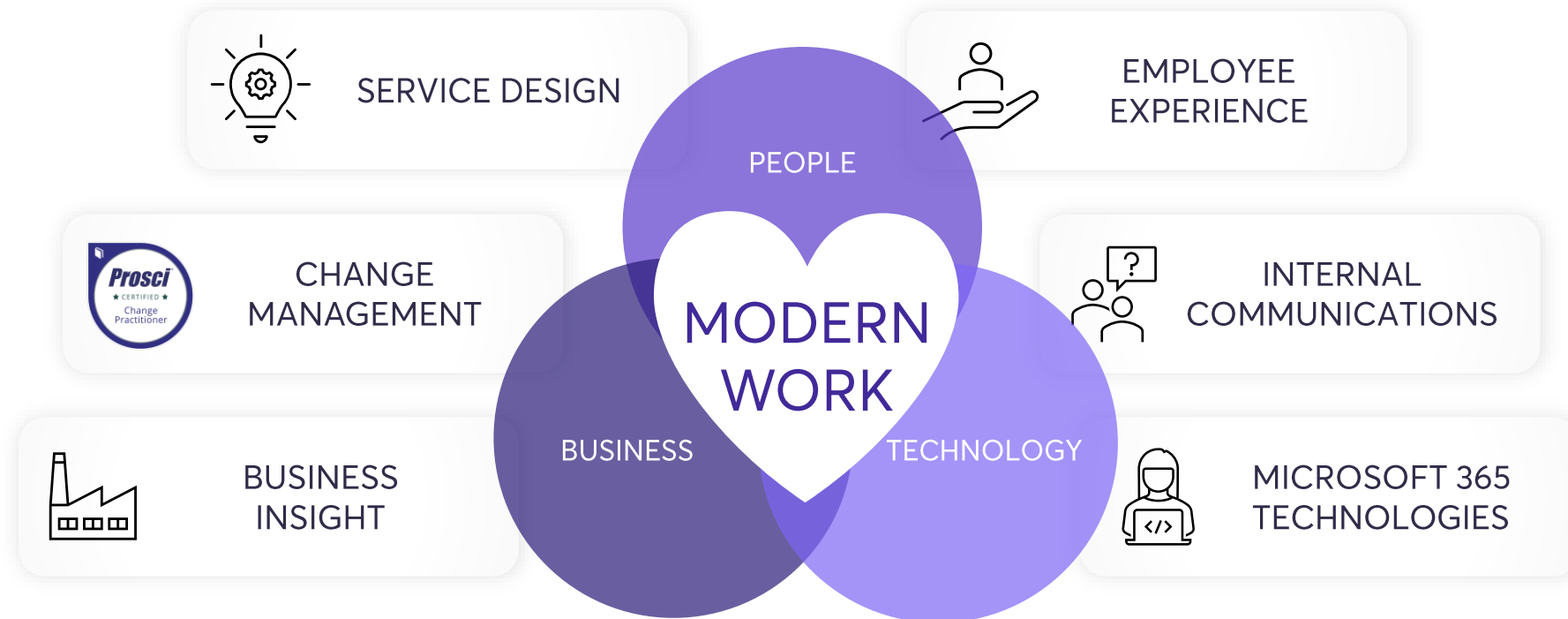# Copilot for Microsoft 365 Design Sprint

When you want to get things started – for real

Copilot for Microsoft 365 Design Sprint

What

This Design Sprint is suitable for any organisation or business unit that is beginning its Copilot journey or still considering investing in licences.

The attendees should represent IT, HR and communications.

The focus is on being inspired, discovering and mitigating possible obstacles, and co-creating a concrete roadmap for piloting Copilot.

How

In a full-day live event or two remote workshops, we explore these topics with a hands-on approach:

- Current state discovery
- Inspiration: Art of possible
- Readiness mapping: Technical, security & compliance, requirements, data quality & access rights
- Use case and user role discovery
- Pilot plan
- Copilot adoption roadmap

Outcome

Your team is inspired and informed. You understand the technical and other prerequisites for Copilot. You have a common understanding of what is possible now and what could be examined in the future. You have a prioritized list of potential use cases and user roles. Additionally, you have a pilot plan and a roadmap with concrete next steps.

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Example: Copilot Design Sprint, live version

🕐 Time	🎬 Activity	💡 Content
45 minutes	Planning meeting with Teams	• Agenda for the day • Focus areas

🕐 Time	🎬 Activity	💡 Content
8:30-9:00	Breakfast 🥐	
9:00-9:30	Welcome!	• Roundtable: Introductions • Focus areas and hopes for the day
9:30-10:30	Current State & Art of possible	• Customer's Copilot experiences by far: challenges and successes • Envisioning the future with Copilot
10:30-12:00	Readiness mapping	• Technical & licencing requirements • Security and compliance • Data quality & access rights
11:00-12:00	Lunch 🍜	
12:00-14:00	Use case & User roles discovery	• Discovering relevant user roles and use cases • Use case priorisation & validation
14:00-14:15	Break ☕	
14:15-15:00	Pilot plan	• Choosing pilot groups • Creating a pilot plan
15:00-16:00	Roadmap	• Copilot adoption roadmap • Ownership • Summary of the discussion

LIVE EVENT

45 minutes	Follo-up meeting with Teams	• Open questions • Next steps

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Copilot Design Sprint: summary

This inspiring and educating event prepares your organisation for your journey with Copilot for Microsoft 365.

Attendees

Customer: Group of 3-7, who are able to make decisions and have the power to accept the vision and the roadmap.

Meltlake: 2 experts in modern work, Copilot, security and service design.

Live version (recommended)

- Planning meeting with Teams (45 minutes)
- Full-day live event 8:30-16:00
- Follow-up meeting with Teams (45 minutes)

Remote version (with Teams)

- Planning meeting (45 minutes)
- Readiness mapping workshop (2,5 hours)
- Use case & pilot planning workshop (2,5 hours)
- Follow-up meeting (45 minutes)

Live event includes a meeting room in the center of Helsinki with breakfast, lunch and afternoon coffee.

If the customer wants to arrange the event in their own premises, travel costs outside Helsinki will be agreed separately.

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Thank you!

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