Introduction

The purpose of this meeting is to:

Introduce the team members and their expected responsibilities

Review and agree on engagement:

Engagement overview

- Goals, scope, and deliverables

Stakeholder availability and schedule

Customer requirements and tools necessary for conducting the engagement

Expectations and next steps

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

You are here

Copilot for Microsoft 365 Workshop

Copilot for Microsoft 365 Adoption Accelerator

Copilot Implementation

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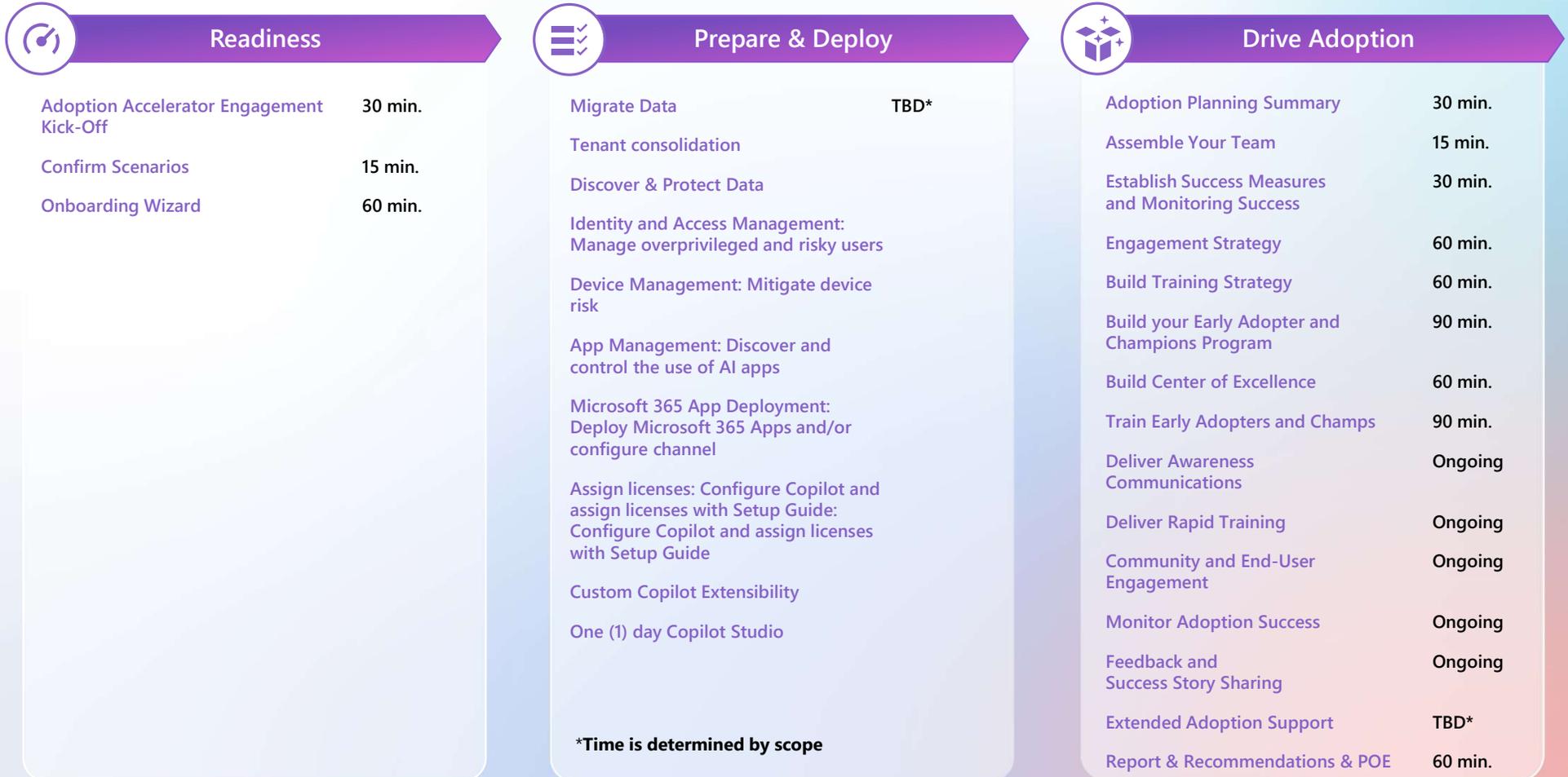## Drive Adoption

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Copilot Workshop

You are here

Adoption Accelerator

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

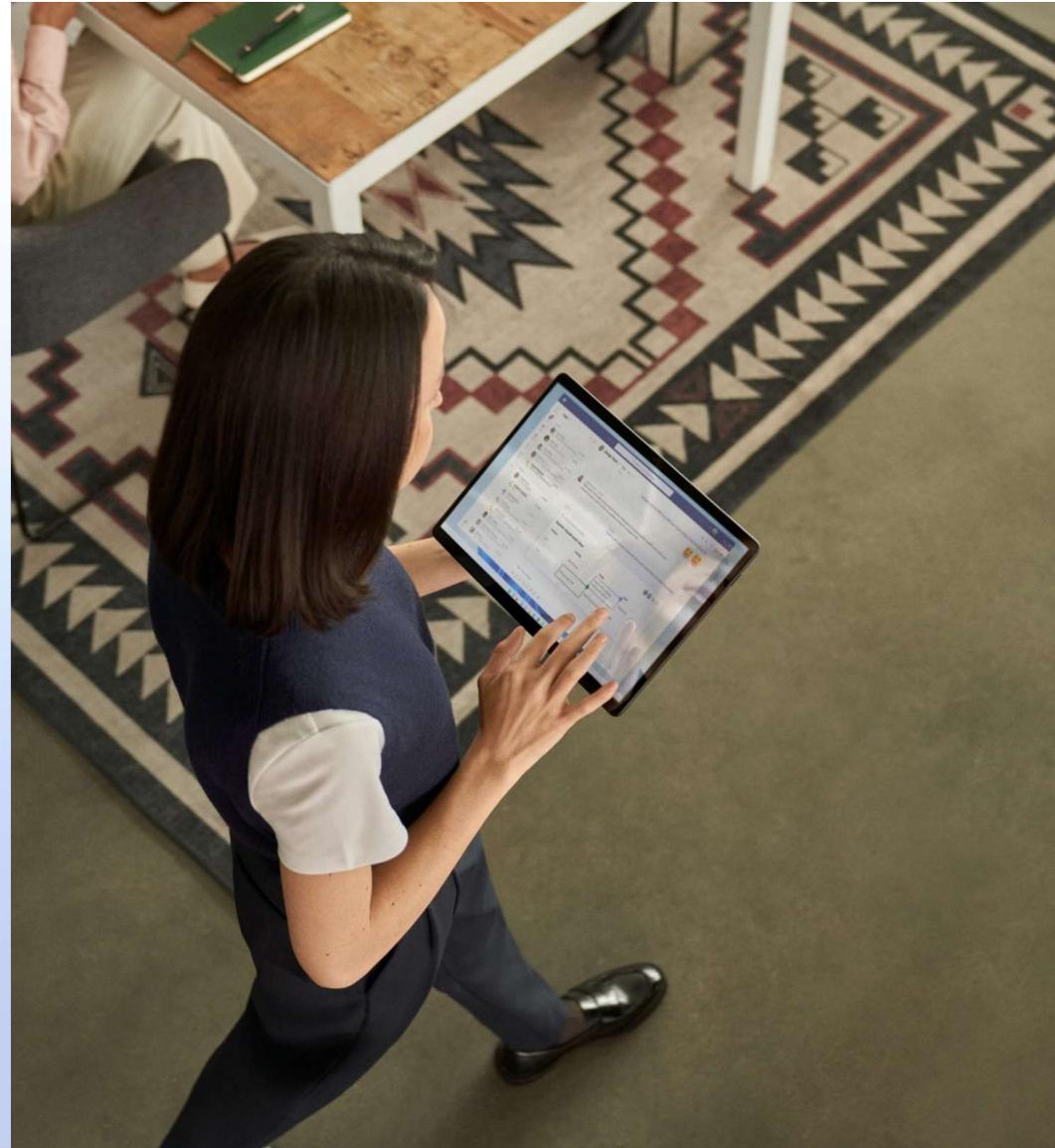|	
Adoption Planning Summary	30 min.
Assemble Your Team	15 min.
Establish Success Measures and Monitoring Success	30 min.
Engagement Strategy	60 min.
Build Training Strategy	60 min.
Build your Early Adopter and Champions Program	90 min.
Build Center of Excellence	60 min.
Train Early Adopters and Champs	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

Readiness

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