









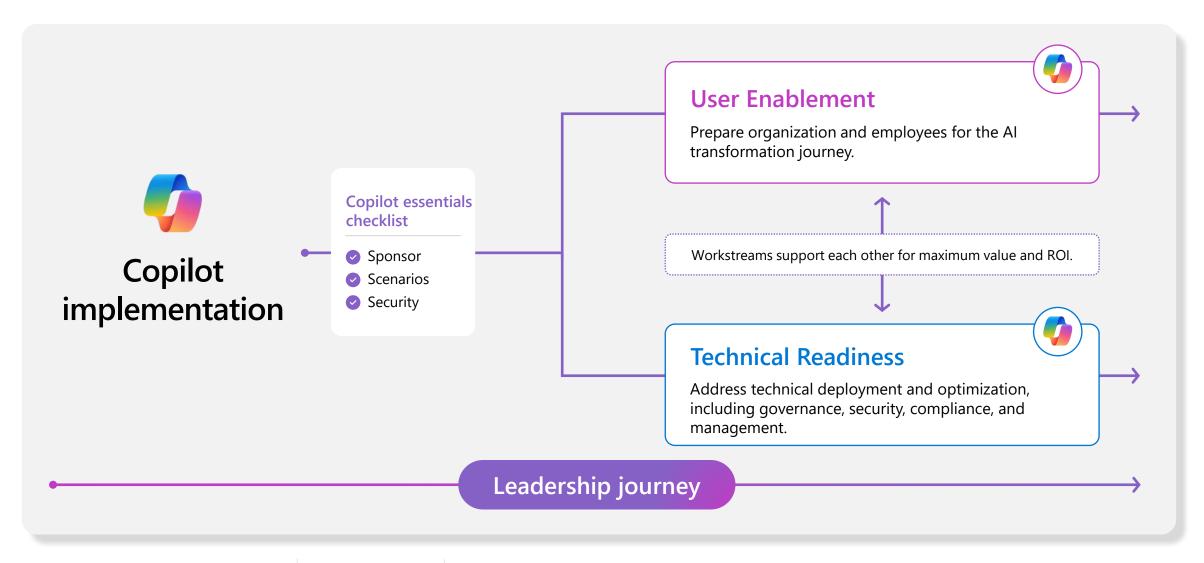
Copilot Adoption Accelerator

Overview





Copilot for Microsoft 365 implementation











Copilot for Microsoft 365

Implementation overview

Get ready

Select initial departments for rollout with the Scenario Library. Target a critical mass of users for rapid impact.

- Identify your success team.
- Be intentional with assignment and concentrate seats.

Onboard & engage

Lay the foundation for an intelligent progression of Al skills with Copilot Lab.

- Deploy training and champion programs, engagement community.
- Make ongoing training the standard.

Deliver impact

Review success measures with the Copilot Dashboard and the User Survey Kit.

- Quantify impact including growth, cost savings, and employee benefits.
- Build momentum with success stories and knowledge sharing.

Extend & optimize

Extend to new scenarios and transform business processes.

- Identify new high-value functional and cross-org scenarios.
- Recognize and reward success.

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Perform the Microsoft Copilot for Microsoft 365 **Optimization Assessment.**

- Address data security, governance, and data access auestions.
- **Build shared Copilot** implementation plan with User Enablement team.

Prepare Microsoft 365 for Al deployment with the Setup Guide.

- **Ensure appropriate Data** Security controls are in place.
- If needed, deploy additional Microsoft 365 apps.

Mature Al management skills through improved IT service delivery.

- Establish service management plan.
- Review Admin usage reports and the Copilot Dashboard to analyze user retention and engagement.

Provide insights on service health and optimization opportunities.

- Design, build, and publish plugins to deliver unique experiences.
- Build your own copilots.

Microsoft is here to help accelerate your Copilot journey with expert-led services



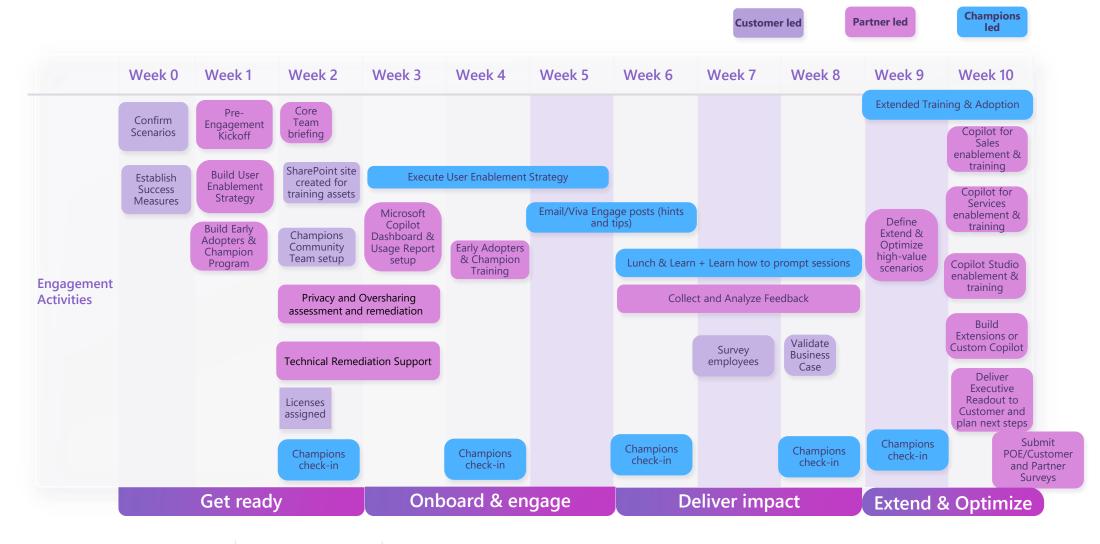








Copilot Adoption Accelerator Timeline











Copilot Adoption Accelerator

An *adoption accelerator* to rapidly assist customers with deploying and realizing value from an initial purchase of Microsoft Copilot licenses

Get ready (Core)

- ☐ Review output from optimization assessment
- ☐ Validate priority scenarios
- ☐ Build user enablement strategy
- ☐ Build early adopters and champions program
- ☐ Establish success metrics & monitoring

Onboard & engage (Core)

- ☐ Technical remediation support
- ☐ Assess Privacy and Oversharing and remediate.
- ☐ Execute user enablement strategy
- ☐ Train early adopters and champions program
- ☐ Build Center of Excellence
- Microsoft Copilot rollout and onboarding assistance
- $lue{}$ Establish service management plan
- ☐ Implement Copilot Dashboard

Deliver impact (Core)

- ☐ Deliver champion-led prompt training
- ☐ Collect and analyze feedback and validate business case
- ☐ Feedback and success story sharing
- ☐ Prepare & deliver Reports & Recommendations

Extend & optimize (Optional)

- ☐ Extended training & adoption support
- ☐ Confirm extend & optimize scenarios
- ☐ Build extensions or custom Copilots
- ☐ Deliver customization with Copilot Studio in Microsoft 365
- ☐ Implement Copilot for Sales
- ☐ Implement Copilot for Services
- ☐ Prepare & deliver Reports & Recommendations











Report and Recommendations

Preparation: 60 minutes

Delivery: 60 minutes

Summary:

The Proof of Execution (POE) and Report and Recommendations module is the culmination of the Workshop effort.

Content:

- Copilot Adoption Accelerator Reports and Recommendations
- Copilot Adoption Accelerator POE

Customer resources

All of the project team

Partner resources

- Microsoft 365 Architect
- Microsoft 365 Consultants

Objectives

The Report and Recommendations is a primary deliverable that records the results from the engagement.

Preparation

Prior to delivering the Report and Recommendations and POE, the facilitator leading the meeting will need to:

- Complete the Copilot Adoption Accelerator POE Template and distribute the document in advance to confirm alignment on results with key stakeholders.
- If an in-depth review with customer is required, suggest developing a separate Report and Recommendations presentation for this purpose that includes key activities completed and the outcomes.

Deliverables

- Provide a completed Report and Recommendations module.
- Present and deliver the final findings report to the customer.









