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MS COPILOT

ADOPTION ACCELERATION PROGRAM

From Personal Productivity To AI Business Transformation



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01 · EXECUTIVE SUMMARY

Business values come from solving real workflow problems

› Not from Gen AI trainings and tool usage alone.

REVERSE LOOP

Customer expects

Training → Usage → Visible Value

Reality

Visible Value → Usage → Adoption

AI adoption is an incremental journey — you can't skip steps.

Each phase builds the foundation and justifies the next phase.

EXPENSE WITHOUT ADOPTION

- Simple licensing assignment
- Tool training
- Tokenmaxxing incentives

All three incur business expenses, but they don't deliver expected business value without a properly planned adoption journey.

WHAT IS PROPOSED INSTEAD

› We do not propose a traditional training engagement. Training alone rarely results in measurable business outcomes.

During the engagement, selected users will learn MS Copilot in the context of their daily work while we jointly identify and evaluate the business processes where AI can create the highest business value. Provides guided approach for AI Transformation Office.

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02 · CHANGE MANAGEMENT PRINCIPLES

They will explore only if

People won't explore Copilot because they attend 2-hours workshop. Most employees already have a lot of work. They won't invest in self-discovery by default.

- Their manager cares
- They see colleagues succeeding
- They see coThey gain recognition: leadership mention, certificate, early access. Not leader boards lleagues succeeding
- They see personal career opportunities: formal (IDP) or informal (involvement in business priority activities)
- Copilot helps them solve real problems they face regularly with ease

WE RECOMMEND STARTING WITH:

- Information-heavy back-office operations
- Non-IT
- Enthusiasts

HOW TO IDENTIFY CHAMPIONS

Ask managers within departments to nominate people who are:

Curious, proactive, willing to grow without extra incentives, but because they are who they are

Level of tech skills and leadership position are not a priority.

HOW TO IDENTIFY DEPARTMENTS TO START

- High repetitive work with unstructured information (Compliance, Risk management, Audit, PMO, Customer Relationship Managers), where AI is reasonably suitable compared to classic automation
- Pain visibility: if department improves, will it be visible by others?
- Leadership / Department Manager excitement: he or she volunteers, attends workshops, asks questions

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03 · LICENSING NOTE

M365 Copilot Chat isn't worth instructor-led training

M365 Copilot Chat, basic and without the add-on license. Self-paced training is preferred, because:

- It's like basic Chat GPT / Claude AI, except Enterprise Data Protection
- Isn't grounded in Work IQ data and semantic search, only Web
- No Copilot capabilities in M365 apps, except Agents to create Word, Excel and Power Point drafts from Chat
- No model choice
- Temporary restriction of capabilities during peak hours
- Standard one-shot prompting harness

The one-shot prompting harness is capable of brainstorming and challenging ideas, data extraction from file, common and web knowledge search requests, translation, text summaries and drafts.

04 · HIGH-LEVEL AI ADOPTION ROADMAP (VISION AND PATH)

M365 Copilot Chat isn't worth instructor-led training

01

Personal productivity

Copilot in Excel, Word, Teams, Power Point and the other capabilities shown in the showcase.

02

Process automation

Classic RPA / workflow automation, built on AI.

03

Agent operated / Agent loop

AI agents perform actions autonomously in a loop (agentic AI) rather than only assisting a person.

Phase 2 objective: identify where Personal Productivity stops and Process Automation begins.

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05 · Copilot Adoption Roadmap

Five phases

#	Phase	Duration	Price
1	**AI Awareness & Readiness**	1 week	**1 500 EUR**
2	**Champion & Community Engagement**	4 weeks	**5 000 EUR**
3	**Agent Pilots**	—	**5 000 EUR per use-case assessment and PoC**
4	**Intelligent Agents in Production**	—	Per use-case assessment

Phase 1 to 3 Consulting services — Bundle Offer **15 000 EUR**

Phase 1.

AI AWARENESS & READINESS

Objective. Land the engagement. Create understanding, trust, alignment and sponsorship.

Audience. Transformation office, business analysts, back-office employees, department managers.

Customer activities

- Training participation
- Complete AI Readiness assessment
- Share AI concerns and expectations
- Establish community and identify champions
- Understand metrics and assign licenses

Partner activities

1. Business workshops
2. Reference materials sharing
3. Technical governance, security and admin training

DURATION
1 week

PRICE
1 500 EUR

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05 · Phase 1 · Partner activities

Business workshops

Interactive sessions to align, educate and inspire your teams on their Copilot journey.

Workshop topics

- AI trends in the industry
- How AI is different from classic automation?
- Microsoft AI vision
- Copilots' vs Agent
- High-level AI Adoption Roadmap (vision and path)
- Basics of context engineering
- What's Microsoft 365 Copilot

Capabilities showcase for personal productivity

- Generic, with industry relevance.
- Copilot in Excel
- Copilot Word
- Copilot in Teams — Meeting notes & Facilitator
- Copilot in Power Point
- Copilot Chat — Search (Web and Work IQ),Research and Analytics Agents
- Pages and Notebooks
- Create your agent
- Copilot Create (image, infographic)

Deliverables

- AI Readiness assessment completion
- AI Adoption Roadmap
- Technical workshops (licensing, dashboards, administration, policies)
- Business workshop (AI basics, M365 Copilot capacities, examples)
- Reference materials
- Partner hours availability (10h for ad-hoc questions, technical and organizational)

Pricing factors

- Number of participants
- Number of workshops
- Onsite / remote
- Material preparation efforts (allocations)
- Hour's allocation (technical, organizational)

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06 · Phase 2

Champion & Community Engagement

Engage employees and collect evidence. Identify where Personal Productivity stops and Process Automation begins.

Objective

Engage employees and collect evidence. Identify where Personal Productivity stops and Process Automation begins.

Audience

Early adopters and champions, department managers.

Customer activities

- Participate in deep-drive agent training
- Usage monitoring
- Identify departments and champions for pilot assessment
- Community facilitation
- Execute weekly challenges for MS Copilot
- Share success
- Collect feedback & identify challenges: what fits and works, what doesn't, what are the candidates for further automation

Partner activities

- Champions deep-drive agent training
- Weekly office hours (Q&A)
- Template for community management
- Weekly challenges
- Success sharing
- Opportunity identification

Deliverables

- Training materials
- High-value opportunity inventory
- Templates for community management

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Outcome

- Measurable usage
- Active Champions Community
- Prioritized Use-case inventory

DURATION
4 weeks

PRICE
5 000 EUR

06 · Phase 2 · Candidates for further automation

Criteria and formal feedback output

Identify high-potential opportunities for automation based on clear criteria and structured feedback.

Criteria — Pain points in the process

01 Lack of visibility, fragmented information

02 Error prone and high risk of error

03 Cause delays and bottlenecks

04 Excessive manual work, handoff, duplicate work, routine

Criteria — AI Feasibility

01 Repetitive and frequent

02 Effort to validate AI output < efforts to do without AI

03 Will multiple experts agree on the AI output is correct / incorrect?

04 Judgement based

Formal Feedback Output

- Process overview, inputs, outputs
- Frequency
- Pain points and business need
- Current state tools and systems
- Actors and stakeholders
- Expected benefits

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07 · Phase 3

Agent Pilots

Objective. Convert opportunities into executable initiatives.

Customer activities

- Participate in workshops
- Explain use-cases and infrastructure
- Share pain points
- Prioritize opportunities

Partner activities

- Deep-dive workshops for assessment
- PoC assessment and design
- Proof-of-Concepts demonstration
- Deep-dive training & hackathons

PRICE

5 000 EUR per use-case assessment and PoC

08 · Phase 4

Intelligent Agents in Production

Objective. Deliver agent projects with visible business value.

Partner activities

- Agent implementation
- Business value assessment (baseline and forecast)
- Story sharing

PRICE

Per use-case assessment

09 · Phase 5

Scale Success and AI CoE

Objective. Move from standalone use-cases to institutional capability.

- Governance and rules
- Build synergies and reusable assets across organization
- Monitoring, incident management and delivery

PRICING FACTORS

Based on managed service setup

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10 · Phase 1 to 3 Consulting services · Bundle offer

10-week MS Copilot Adoption Acceleration Program

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› During the engagement, selected users will learn MS Copilot in the context of their daily work while we jointly identify and evaluate the business processes where AI can create the highest business value. Provides guided approach for AI Transformation Office.

AT THE END OF THE PROGRAM, CUSTOMERS WILL HAVE

01

Trained and engaged AI Champions

(up to 10)

02

Real adoption data from your employees

03

A prioritized portfolio of AI opportunities

04

Business case, Pilot and Assessment for the 1-2 Agent automation initiative

05

A roadmap for scaling AI in the organization

Phase 1 to 3 Consulting services — Bundle Offer

PRICE

15 000 EUR