

Getting Started with Microsoft 365 Copilot



Microsoft 365 Copilot is an AI-based productivity tool that can help organizations enhance productivity, creativity, and innovation. The adoption of AI requires careful planning, preparation, and readiness to ensure success and return on investment. The workshop provides an overview of Microsoft 365 Copilot, including a product demo and Microsoft's approach to responsible AI, as well as a review of the technical requirements and what is needed to prepare your organization for Microsoft 365 Copilot. There will

also be analyses conducted on the adequacy of your infrastructure for Microsoft 365 Copilot, identifying the main stakeholders and potential priority business scenarios, with a roadmap to follow for the proper adoption of the product. The consulting services offered primarily address those aspects that will allow the Client to have an overview of the product during the configuration, exploration, and activation phases of Copilot's features quickly and securely.

♦ OUTCOMES ♦

The outcome of the workshop provides a plan for Microsoft 365 Copilot that includes a summary of workshop findings, recommendations for implementation based on prioritized business scenarios, potential risks, recommended pilot and

adoption approach, and a roadmap with proposed next steps. The workshop is suitable for organizations that are ready to invest in Microsoft 365 Copilot licensing or are curious about what this solution can do.

Duration: 3 days

Onboard users to Microsoft Copilot for Microsoft 365

The “Getting Started with Microsoft 365 Copilot” package allows you to unlock what's possible with expert guidance, as well as configuration and training:

- Professional guidance to ensure a smooth start in the journey with Copilot, from identifying the right users to security recommendations
- Training and useful resources to help you succeed
- 10 Microsoft 365 Copilot licenses included *
- Rollout planning
 - Identification of scenarios, resources, and metrics
- Readiness assessment
 - Review and evaluation of data state and security of the Client's Cloud infrastructure
- Copilot deployment
 - Configuration of settings, license assignment, and user preparation
- Progress tracking and reporting
 - Monitoring adoption and previously defined metrics

* Licenses are provided as an integral part of the proposal and will be valid until the end of the shortest term of the existing Microsoft 365 subscription ("co-term licenses").

With co-term, customers can purchase a Copilot for Microsoft 365 subscription by aligning its end date with that of an already subscribed Microsoft 365 plan. This way, the customer pays the license cost proportional to the remaining time on their current Microsoft 365 subscription.

For example:

Current Microsoft 365 Business Premium subscription: 1 year, ending on January 31, 2025

New Copilot for Microsoft 365 subscription: 1 year, purchased on November 1, 2024

Result: The Copilot subscription will be adjusted to three months, therefore ending on January 31, 2025

NEXT STEPS: For more information about WeAreProject services and solutions, contact us at microsoftcosell@project.it