

Telindus Microsoft 365 Copilot Advisory

Microsoft 365 Copilot Strategy Workshop

Define Your Goal

- Clarify the needs of AI features
- Develop a clear business use case for Copilot
- Define the key objectives to achieve
- Define the KPI (key performance indicators) of achievement of the objective
- Define the stakeholder and level of involvement
- Define the workload / department scope of the Copilot utilization
- Define what Copilot for Microsoft 365 features to be enables according to the use case and needs

Microsoft 365 Copilot Preparation Assessment

Know Your Resources

- Data maturity assessment
- Technology readiness assessment
- Organizational readiness assessment
- Microsoft 365 information assessment (policies, access authorization, automation)
- SharePoint file discovery and management assessment
- Consolidate the list of Copilot prerequisite licenses

Microsoft 365 Copilot Enablement

Get Ready Realistically

- Design the Copilot for Microsoft 365 infrastructure according to the Copilot strategy of the client
- Design the data storage strategy
- Define the accessibility and data measures according to the client organization's policies
- Define the data scope for training the Copilot, if applies
- Define the conversation settings of the Copilot, if applies
- Consolidate and document necessary technical prerequisites for implementation (license, access rights, network requirement, etc.)
- Define the implementation roadmap
- Setup Microsoft Purview metrics and policies, if applies
- Implement the prerequisites needed for the Copilot Document the activities following the client organization's data protection strategy / policies.

Microsoft 365 Copilot Integration

Get Ready in Harmony

- Implement prerequisites on Microsoft 365 apps and integration with 3rd party tools, if applies
- Setup Copilot extension and integration with client IT environment
- Define the workflow integration of Copilot

Microsoft 365 Copilot Implementation

Get It Surely Done

- Define and setup Copilot data retention policies
- Setup governance policies with the client IT teams following the security and data protection policies
- Test policies to avoid conflict or blockage of workload
- Setup Microsoft 365 Copilot
- Setup feedback if applies
- Setup activity report if applies
- Setup Message centre for Microsoft 365 Copilot
- Create and authorize access roles to test users with the client IT team
- Implement the Copilot to full scale after testing
- Training on Copilot prompt to end users, if applies
- Useful information sharing and knowledge transfer