

Slalom is a purpose-led, global business and technology consulting company.

Slalom’s comprehensive approach to guiding our clients through all phases of their Microsoft 365 Copilot Journey!

CHECK-IN	PRE-FLIGHT INSPECTION	PREPARING FOR TAKEOFF	TAKEOFF!
Two-Hour Workshop <ul style="list-style-type: none"> Introduce & Overview to Gen AI & Microsoft 365 Copilot Demonstration of content creation & content summarization capabilities Ideation on potential tasks that could benefit from Copilot AI-assistance 	1-Day Workshop <ul style="list-style-type: none"> High-level current state Gen AI maturity assessment to support pilot cohort Review of current data security & content governance practices Identification of recommended pilot group & success measures Align on benefits and develop high-level business case 	8+ Week Pilot <ul style="list-style-type: none"> Project & change management delivery of defined pilot Deliver prompt engineering training for how to engage with AI Measure success of pilot and build business case for larger organizational rollout Talent assessment to help inform skill gap and drive future growth 	12+ Week Project <ul style="list-style-type: none"> Leveraging lessons learned from the pilot to help inform an organizational roll-out Execution of transformation plan to detail: <ul style="list-style-type: none"> Change Management Communication Plan Center of Excellence Business Measures
PREPARE FOR ARRIVAL		WHEELS DOWN	
6-8 Week Assessment* <ul style="list-style-type: none"> AI Workforce planning assessment to help identify gaps in people, processes, and overall technology Persona-based licensing and build vs buy recommendations (Copilot(s), Azure OpenAI, Syntex, etc.) Strategic operations repositioning 		8+ Week Copilot CoE Enablement <ul style="list-style-type: none"> Establishing initial Copilot Governance & Operating Model Development of initial Copilot plug-ins to help prove out extensibility Creation of intake process & engagement model to help support aligning business needs to AI capabilities Enabling of Copilot Champions network to help scale adoption & use cases across the organization 	

Microsoft 365 Copilot “Takeoff!” Organizational Roll-out

TBD Weeks | TBD Organization Size | In-Person or Virtual | \$TBD

Our organizational roll-out aims to help drive adoption of Microsoft 365 Copilot through a **people-focused** change management approach. Slalom will help ensure that users are **supported** throughout this change including through hand-off to the long-term support teams. The duration of this engagement will differ per organization.

Planning	Activating	Adopting	Transitioning
<ul style="list-style-type: none"> Client overview - roles, functions, stakeholders, etc. Creation of change & project management plans Build wave plan for activation Create lean personas to help support change mgmt. activities and identify functional use cases Creation of training materials - prompt engineering, semantic index, etc. Plan Copilot Center of Excellence 	<ul style="list-style-type: none"> Enable change champion network & Copilot Center of Excellence to drive adoption Begin wave-based activation of Microsoft 365 Copilot Host prompt engineering training sessions Survey users to help refine training materials and communication messages Creation bite-size training videos focused on productivity tips 	<ul style="list-style-type: none"> Host “Office Hours” sessions to help collect feedback and support adoption Spotlight “top prompts” to help share best practices Execute “white glove” VIP sessions with key stakeholders 	<ul style="list-style-type: none"> Continue Office Hours sessions Execute survey to help collect qualitative feedback to confirm return on investment Transition change activities and ownership to client resources for ongoing support

PROJECT OUTCOMES

1. People-focused enterprise roll-out of Microsoft 365 Copilot
2. Structured approach to drive successful adoption of leveraging persona-based and lean training methodology