

# Microsoft 365 Copilot Adoption Services

## NovaCopilot - Powered by Noventiq

NovaCopilot is Noventiq's structured Microsoft 365 Copilot adoption framework, designed to help organizations unlock productivity gains by ensuring technical readiness, employee enablement, and effective usage measurement. This end-to-end service spans assessment, licensing, deployment, and change management.

- What We Offer:**
- Assess AI readiness (personas, licensing, data, security);
  - Deploy Copilot with right governance;
  - Train users and establish a Copilot COE;
  - Track business value with analytics.

- Key Benefits:**
- Maximize ROI from Microsoft 365 Copilot;
  - Improve user productivity & prompt adoption;
  - Secure and compliant rollout;
  - Continuous optimization with insights.

- Phases:**
1. Pre-Sales: Advisory, Readiness Mapping
  2. Deployment: Setup, Licenses, Permissions
  3. Post-Sales: Training, COE, Dashboards



# 3-Phase Rollout Framework

## Phase 1: Pre-Sales – Readiness & Planning

### Advisory & Envisioning

- Identify high-impact personas and business processes;
- Recommend Copilot use cases across Microsoft 365 apps;
- Explore non-cloud migration needs;
- Deliver Copilot capability overview and AI benefits.

### Customer Readiness Assessment

- Evaluate AI readiness: licensing, security, device, OS, management;
- Leadership and employee enablement planning;
- Address Microsoft 365 tenant gaps;
- Plan transition to AI-ready licenses.

## Phase 2: Deployment – Technical Enablement

### Deployment & Configuration

- Prepare users for Copilot technical requirements;
- Assign Copilot licenses to users;
- Review and validate SharePoint Online/OneDrive access controls;
- Configure Microsoft 365 tenant policies and security compliance.

## Phase 3: Post-Sales – Adoption & Optimization

### Adoption & Change Enablement

- Train users on effective prompt writing;
- Launch Copilot Center of Excellence (COE);
- Guide responsible AI use in business scenarios;
- Execute change management programs.

### Analytics & Measurement

- Monitor usage & user feedback to measure ROI;
- Set up Power BI or Viva Insights dashboards (optional);
- Continuous optimization based on usage metrics.

# Professional Services Deployment Scope

| Phase                              | Services Delivered  | Deliverables  |
|------------------------------------|---|---|
| <b>1. Readiness &amp; Planning</b> | Persona mapping, license validation, device/security checks         | Assessment report, AI-readiness checklist           |
| <b>2. Deployment</b>               | License assignment, SharePoint/OneDrive setup, policy configuration | Deployment script, technical validation logs        |
| <b>3. Enablement &amp; COE</b>     | Prompt training, responsible AI guidelines, COE setup               | Training materials, COE framework, use case library |
| <b>4. Analytics (Optional)</b>     | Usage tracking, dashboard integration with Power BI/Viva Insights   | Executive dashboard, impact analysis                |

## Estimated Delivery Timelines

| 5–7 workdays          | 7–10 workdays           | 5–7 workdays         | 5 workdays                     |
|-----------------------|-------------------------|----------------------|--------------------------------|
| Discovery & Readiness | Deployment & Enablement | Training & COE Setup | Analytics Dashboard (Optional) |

**Total Timeline:** 3-4 weeks

## Estimated Cost (INR)

| Package                            | Description   | Approx. Cost (INR)        |
|------------------------------------|---|---------------------------|
| <b>Core Deployment Package</b>     | End-to-end Copilot setup and enablement (phases 1–3)    | ₹6,00,000 – ₹8,00,000     |
| <b>Add-on: Analytics Dashboard</b> | Power BI / Viva Insights integration and usage tracking | ₹1,50,000 – ₹2,00,000     |
| <b>Custom Use Case Design</b>      | Persona-specific Copilot prompts & workflows            | ₹50,000 per use case pack |

**NOTE:** Final pricing may vary based on tenant complexity, number of users, and depth of analytics required.

**Ready to Unlock  
Productivity with Copilot?**

**Request Demo:**  
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