

# Microsoft 365 Copilot Readiness Assessment

Your journey to Microsoft 365 Copilot

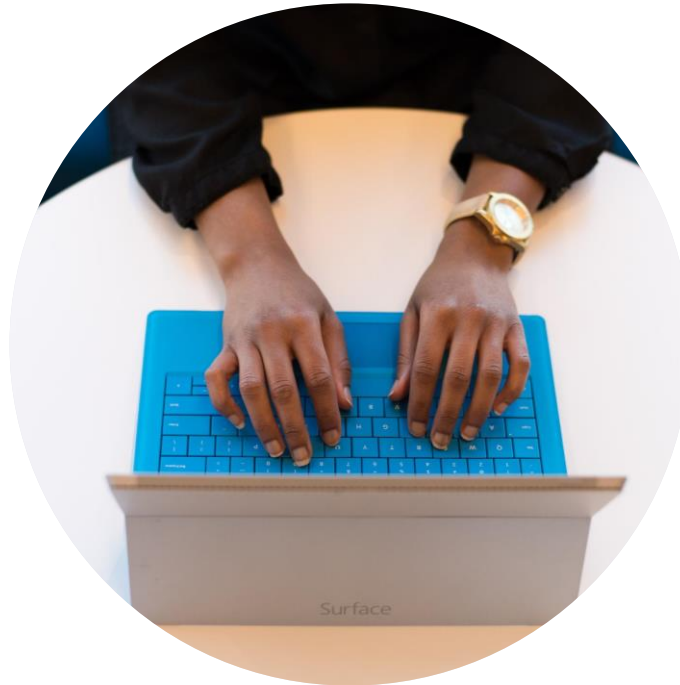
# Introduction

Ease operational burden within daily O365 tasks and gain competitive advantage through Artificial Intelligence.



**64%**

Of people have struggled with finding time and energy to get their work done.



**70%**

Share of people who would delegate as much as possible to AI to lessen their workloads.



**3x**

Time spent in Microsoft Teams meetings and calls has increased per week since February 2020.

# Overview

**Microsoft 365 Copilot is a solution that helps users harness the power of AI with the Microsoft 365 apps they are already using.**

Copilot combines the power of large language models (LLMs) with individual users' data in the Microsoft Graph and Microsoft 365 apps, accessed through natural language, to turn words into the most powerful productivity tools on the planet.

In this series of workshops Telefónica Tech will introduce Microsoft 365 Copilot, help you understand how it can transform you and your employee's work experience as well as identify some of the precautions you should be aware of before using Copilot.



# Challenges

These readiness sessions help to identify and address the key challenges that you face in getting your organisation ready for Microsoft Copilot. Broken into three key areas the workshops focus on:

1

## Organisational Profile

This is the organisational impact of adopting Microsoft 365 Copilot

- Understand use-cases
- Driving adoption
- Current license mix

2

## Productivity Tools

Microsoft 365 Apps for Enterprise requirements

- Identity management
- Integration and deployment

3

## Data Security

- Data privacy and security
- Sharing permissions
- Data classification

Remember that successful adoption of Copilot involves collaboration between technical teams, management, and end-users.

# Approach



## Organisational Impact

- Identify use cases and the need for adoption to make the most impact as well as the imperative for thorough data security.



## Technical Requirements

- Understand the network, licensing, data governance, and access permissions required to ensure Copilot is used responsibly.



## Trusted Security

- Learn about responsible, secure AI with a partner you can trust, including the Copilot Copyright Commitment.





# Assessment

- **Copilot overview: 1 hour meeting**
- **Assessment and baseline prerequisites: 1 hour meeting**

The initial workshops illuminate the prerequisites for using Copilot and provides you with the understanding of what's required for the organisation, configuration of the productivity tools and changes to your data security policies and processes.



# “Art of the Possible” Workshops

Collaborative workshops: up to 3 x 2 hour meetings

The “Art of the Possible” workshops showcases how Copilot can:

Amplify human ingenuity with a Copilot for everyone: Copilot can help users generate content, code, data, insights and more, using natural language and the power of LLMs. Copilot can also provide suggestions, recommendations and commands to help users complete their tasks faster and easier.

Deliver transformational experiences by building your own intelligent apps: Copilot can help users create their own custom applications, workflows, and solutions, using natural language and the power of the Microsoft Cloud. Copilot can also integrate with existing Microsoft 365 apps and services, such as Teams, Outlook, Word, Excel, PowerPoint and more.

Safeguard your business and data with the most trusted AI platform: Copilot can help users protect their data and privacy, by ensuring that their data is not used to train the AI models and by providing the most comprehensive enterprise security and compliance controls. Copilot can also help users adhere to ethical and responsible AI principles, by providing transparency, accountability and fairness.

## Building the Roadmap

- **Presenting the roadmap of activities for Copilot enablement: 2 hour meeting**

Telefónica Tech follow these sessions with a final workshop, presenting a plan to enable Copilot within your organisation.

The plan will take data from the assessment and combine with feedback from the “Art of the Possible” workshops to define and prioritise top scenarios to focus on as well as work on developing a solution plan, next steps and any identified risks.



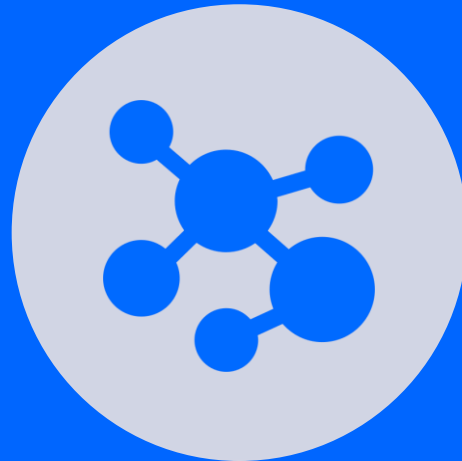


# Benefits

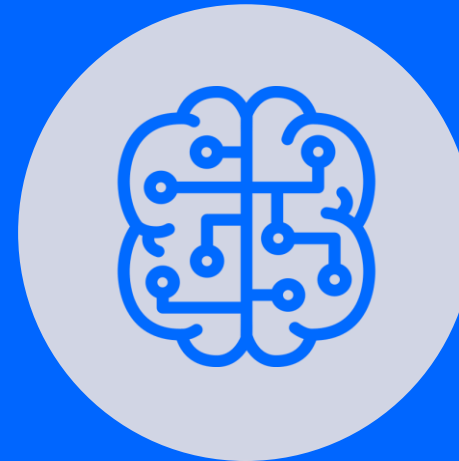
While the series of workshops will help you to understand how Copilot will transform your work culture and empower your employees to achieve more with AI, Telefónica Tech will also illuminate the following:



**Why AI has changed productivity and how Microsoft is guided by its AI principles and responsible AI standards.**



**Understand the organisational impact of Copilot and the need to identify use-cases and adoption programs.**



**Understand the technical requirements for Copilot and how to take full advantage of its features.**



**The need to build security and governance across your data sets including; identifying and classifying sensitive data, managing the data lifecycle, permissions, encryption and DLP.**

# Attendance

Ultimately, you will receive a roadmap for the implementation of Copilot that outlines the steps you should take for a successful deployment. In order for this to be successful, we advise the following stakeholders are present:

- Project **Executive Sponsor** and/or **Business Decision Makers** who can sign off on proposed scenarios and solutions.
- **CIO** and **Enterprise Architects** to provide architecture guidance and insights, as well as to provide technical guidance and insights into currently deployed technologies.
- **Project Manager** to provide overall engagement project management tasks.
- **Change Champions** to understand how Copilot can be adopted.
- **Knowledge Workers** and **End User Support** to provide insight into daily tasks and to identify **relevant scenarios**.



# Why Choose Telefónica Tech?



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Azure

Microsoft Partner  
Azure Expert MSP

