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Copilot for Microsoft 365 Jump Start Offering Overview

**THAT'S
THE POINT**



Microsoft 365 Copilot makes “everyday AI” a real possibility in your organisation, assisting your people be more productive and creative in everything they do.

Microsoft 365 Copilot Jump Start Offering

Velrada's Microsoft 365 Copilot Jump Start is a program designed to help your organisation explore and enable Microsoft Copilot in a controlled environment.

This structured approach aims to:

- **Empower Employees:** Equip your workforce with an AI assistant to boost efficiency and productivity.
- **Fuel Innovation & Collaboration:** Unlock new possibilities for innovation and collaboration within your organization.

Key Program Objectives:

- **Copilot Readiness Assessment:** Ensure proper licensing, security, and governance are in place for a smooth enablement.
- **Targeted User Identification:** Match Copilot's features with specific employee roles for maximum impact.
- **Controlled Launch & Expansion:** Implement Copilot strategically and develop a plan for broader adoption across the organisation.



Engagement Plan Overview

- **Launch & Readiness:**
 - ✓ Readiness assessment for your environment
 - ✓ Define success metrics.
 - ✓ Identify pilot users and craft an adoption plan.
- **Copilot Activation:**
 - ✓ Secure licenses & onboard pilot group.
 - ✓ Configure your M365 tenant for Copilot functionality.
 - ✓ Set up user permissions and access controls.
- **Pilot Program:**
 - ✓ Select a representative group
 - ✓ Choose a high-impact use case aligned with business goals.
 - ✓ Train pilot users on relevant Copilot features.
 - ✓ Monitor activity and gather feedback.
- **Analyse & Recommend:**
 - ✓ Evaluate pilot success based on pre-defined metrics.
 - ✓ Gather feedback from participants and stakeholders.
 - ✓ Develop a post-pilot report with insights and recommendations.
- **Scale & Support:**
 - ✓ Discuss next steps based on pilot results.
 - ✓ Explore options for broader Copilot adoption across your organisation.



Microsoft 365 Copilot Key Benefits



Boost Productivity & Empower Users

Free up time and let Copilot empower your team for strategic work.



Breakthrough Collaboration & Simplify Onboarding

Break down silos and get new hires productive quicker with Copilot. This fosters a collaborative environment and reduces onboarding time for new employees.



Gain Valuable Insights & Unleash Creativity

Gain insights, measure impact, and unlock creativity with Copilot's AI.

Microsoft 365 Copilot Jump Start–High-level Approach

Our comprehensive 3-step approach helps you assess, launch, and scale your Copilot for maximised productivity gains.



1. Readiness Assessment

Run the Copilot **Pre-Flight Checklist**

- Understand your current landscape:
 - ✓ Tenant licensing and how you are using your Microsoft 365 Apps – Outlook, OneDrive, Teams, etc.
 - ✓ Content source and access
 - ✓ Information protection and data management
- Velrada will conduct a **Copilot readiness Assessment** focused on user readiness, organisation readiness, productivity tool readiness and data security readiness
- Select pilot user to test Copilot capabilities
- Define success metrics for pilot



2. Launch Copilot Foundation & Setup

Run tailored **benefits realisation sessions**

- Activate Copilot for pilot users
- **Art of Possible** to demonstrate the capability of Microsoft 365 Copilot
- Velrada will work with you to **identify the use case for pilot users** and how they can benefit from Copilot features.
- Velrada will introduce you to the challenges and mitigation strategies required when considering a Microsoft 365 Copilot implementation

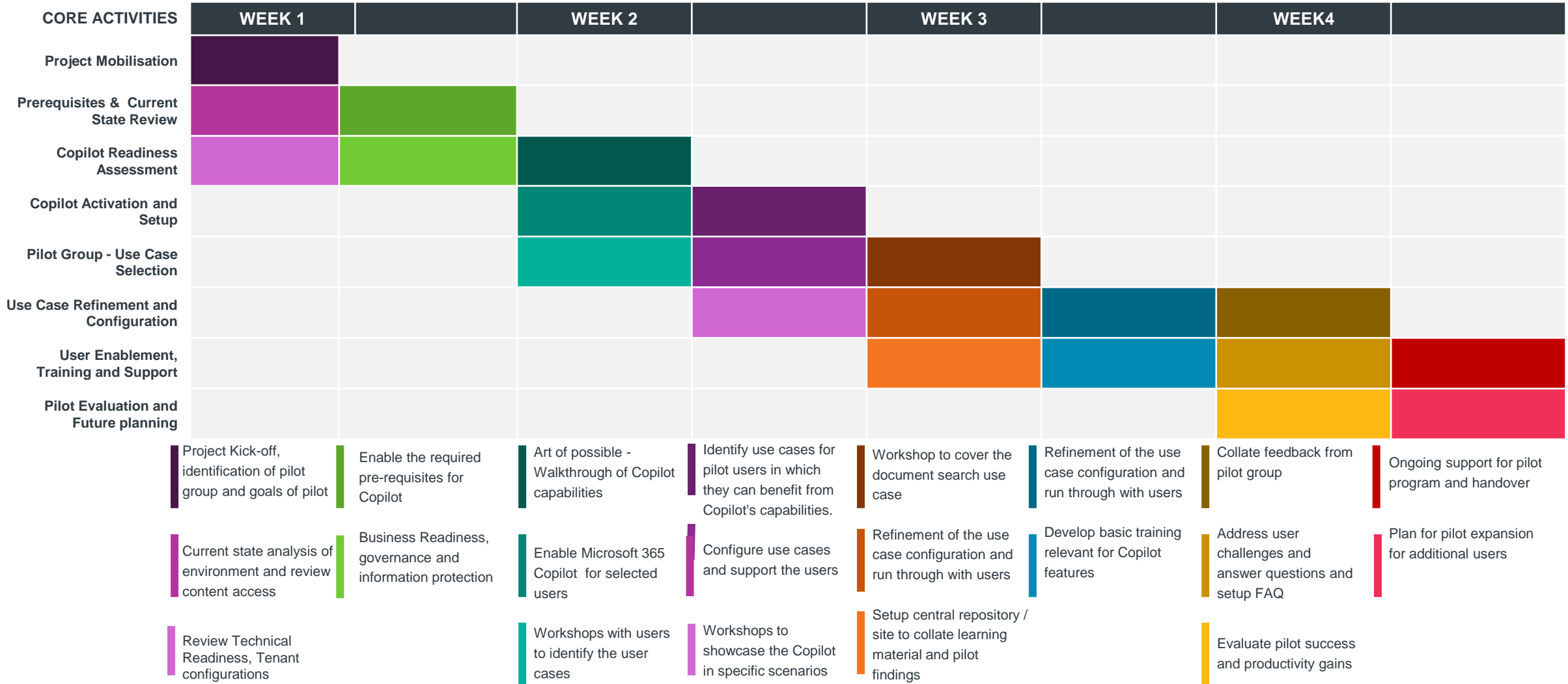


3. Scale and Adopt

Decide what **needs to be done**

- Train users, monitor activity & feedback, offer ongoing support.
- Evaluate success, gather feedback, develop **post-pilot recommendation for broader adoption.**
- Discuss next steps based on results, explore wider Copilot use, receive ongoing guidance.

Proposed Timeline For Engagement



Progress is impossible without change.

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