

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

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

**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