

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 “Prepare for Takeoff” Pilot

8+ Weeks | 50+ Pilot Participants | In-Person or Virtual | \$TBD

Our pilot aims to give you a **deep understanding** of Microsoft 365 Copilot and a **plan** for how to use it to **transform the employee experience**, boost **efficiency**, drive **growth**, and overall improve **employee satisfaction**.

Pre-Engagement	Weeks 1-3	Weeks 4-6	Weeks 7-8
Project Pre-requisites <ul style="list-style-type: none"> Client overview - roles, functions, stakeholders, etc. Review client’s pilot group Ensure client has secured licenses Initiate Slalom onboarding process Schedule project kick-off 	Project Initiation <ul style="list-style-type: none"> Kick-off meeting Define pilot success metrics Build initial adoption plan Create lean personas to help support change mgmt. activities and identify functional use cases Creation of training materials - prompt engineering, Office Applications, etc. Build out of Teams site to host pilot activities 	Activation <ul style="list-style-type: none"> Execution of change management activities Host training sessions Populate Teams site with content Host “Office Hours” sessions to help collect feedback and support adoption 	Monitor & Measure <ul style="list-style-type: none"> Continue Office Hours sessions Execute survey to help collect qualitative feedback Benchmark against success metrics to confirm ROI Plan next steps for scaling the pilot group to the larger org.
PROJECT OUTCOMES <ol style="list-style-type: none"> Structured pilot including defined success measures, training, and adoption Lessons learned, value measurement, and refined business case High-level roadmap and recommendations for organization-wide roll-out 			