Microsoft 365 Copilot – Accelerator

Plan, Pilot, Roll-out and Adoption

Ready for more than "*just getting an introduction to Microsoft 365 Copilot*"? Is your organization ready to take the next steps and start with a pilot on Copilot?

At Innofactor we are ready to help you with everything you need to get you started on a successful implementation. From learning about the possibilities with the new technology and how to get started, to getting the required support to run a successful pilot before a full implementation. Innofactor will be there every step of the way with ready workshops, tools, procurement support and adoption resources to ensure a successful start to reaping the benefits of Microsoft 365 Copilot.

What's included:

- Copilot 365 Workshop, developed by Microsoft and delivered by Innofactor to give you the best possible overview and get you started on your journey.
- Licenses for Microsoft 365 Copilot*, installed, enabled and distributed to designated pilot users.
- Assisted pilot on Microsoft 365 Copilot, to ensure a successful to start, develop early insights and pave the way for a larger organizational adoption.
- Adoption and change management support, to boost your implementation and measure success.

Set Goals and KPI's

During the first phase we identify target groups, agree on use cases, set goals and agree on how success is measured. We kick-off the project with a Microsoft 365 Copilot workshop, getting everyone in the project onboard and aligned on the way forward.

Pilot: Setup, Run, Learn and Plan

During the pilot agreed use cases are tested out with a defined pilot group. Continuous feedback and experiences are collected, and necessary adjustments made. During this phase we also start building the adoption plan, including communication and training.

Organizational roll-out

After a successful pilot, you have the tools to start a rollout to your entire organization. Activities detailed in the adoption plan will be implemented, including communication and learning activities. We also start measuring adoption early to take necessary actions and ensure a successful implementation.

Fast facts:

- 16-18 weeks project duration from start to finish
- An integrated project team with participants from both client and Innofactor
- Proven methodology, with assets build by both Microsoft and Innofactor
- Concept built from significant investments in AI technologies
- A dedicated team of experts from Innofactor to support the project

You get:

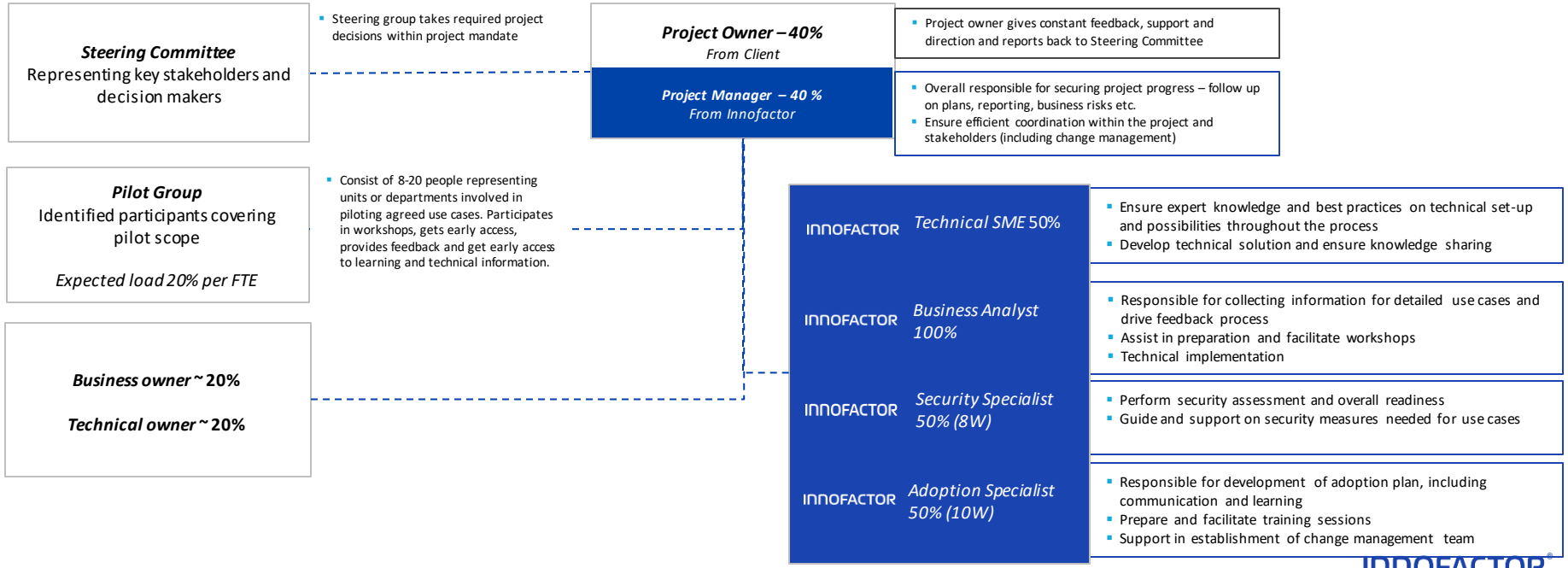
- An agreed roadmap for implementation with defined use cases
- Technical enablement of Microsoft 365 license
- A completed pilot
- An adoption plan, including training and communication
- 2 weeks of roll-out support

INNOFACTOR®

* Microsoft 365 Copilot licenses will reach GA on November 1. 2023 and is limited to a minimum purchase of 300 licenses. Customers further need to have either a Microsoft 365 E3 or E5 license. Effort limited to procuring licenses. For more info, see https://xyz

We propose an experienced team with a proven track record for similar engagements

PROPOSED PROJECT SETUP



Steering Committee
Representing key stakeholders and decision makers

- Steering group takes required project decisions within project mandate

Project Owner – 40%
From Client

- Project owner gives constant feedback, support and direction and reports back to Steering Committee

Project Manager – 40 %
From Innofactor

- Overall responsible for securing project progress – follow up on plans, reporting, business risks etc.
- Ensure efficient coordination within the project and stakeholders (including change management)

Pilot Group
Identified participants covering pilot scope

Expected load 20% per FTE

- Consist of 8-20 people representing units or departments involved in piloting agreed use cases. Participates in workshops, gets early access, provides feedback and get early access to learning and technical information.

Business owner ~ 20%

Technical owner ~ 20%

INNOFACTOR *Technical SME 50%*

- Ensure expert knowledge and best practices on technical set-up and possibilities throughout the process
- Develop technical solution and ensure knowledge sharing

INNOFACTOR *Business Analyst 100%*

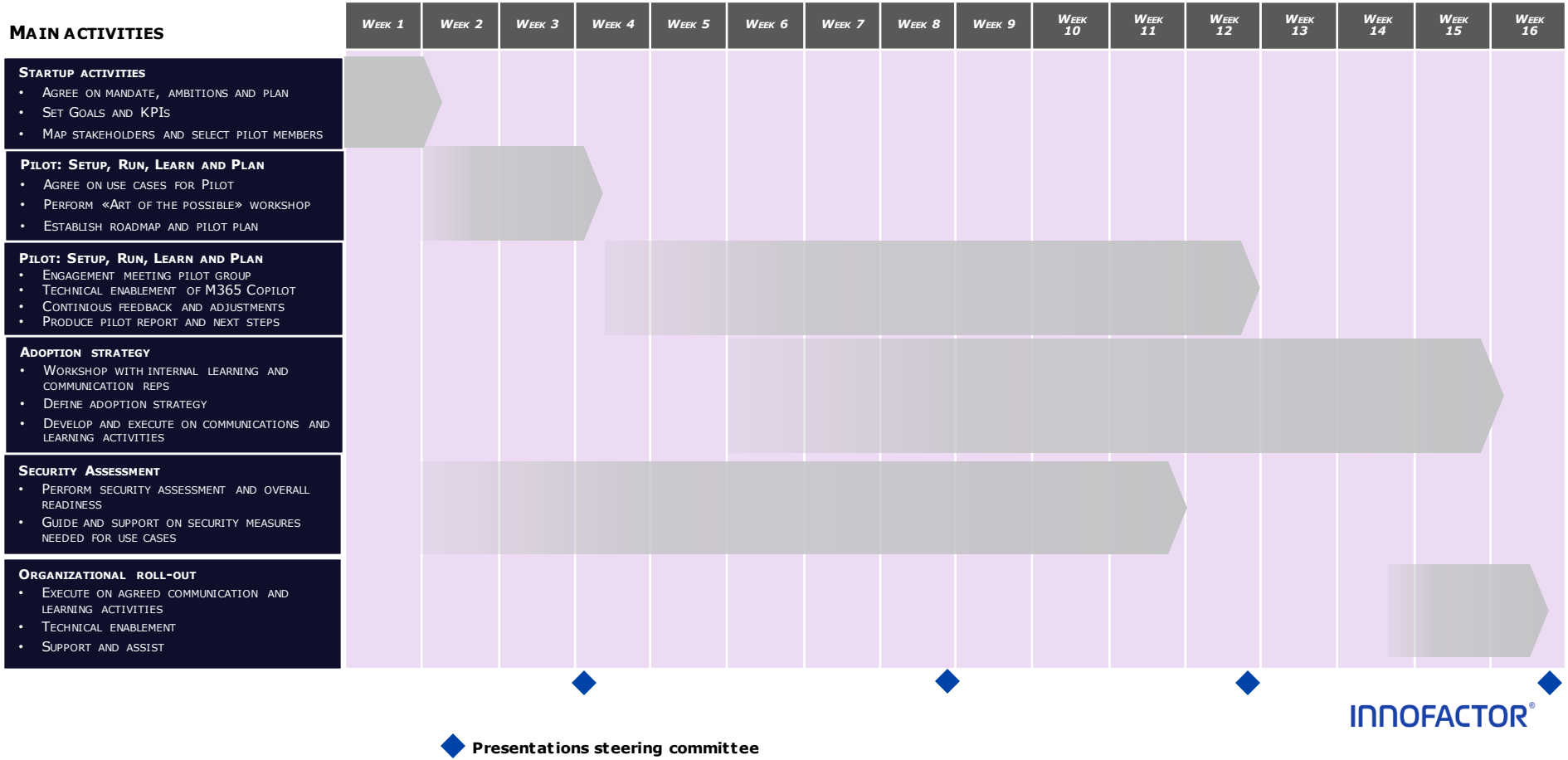
- Responsible for collecting information for detailed use cases and drive feedback process
- Assist in preparation and facilitate workshops
- Technical implementation

INNOFACTOR *Security Specialist 50% (8W)*

- Perform security assessment and overall readiness
- Guide and support on security measures needed for use cases

INNOFACTOR *Adoption Specialist 50% (10W)*

- Responsible for development of adoption plan, including communication and learning
- Prepare and facilitate training sessions
- Support in establishment of change management team

INNOFACTOR®

Our proposed project plan runs over 16 weeks