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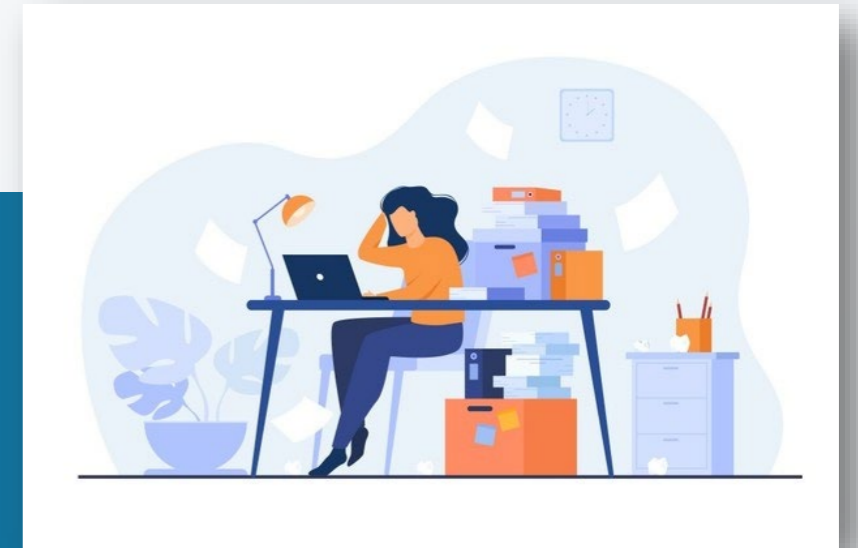
Microsoft 365 Copilot Adoption 4-week Readiness Assessment

Prepare your organization to adopt Copilot for Microsoft 365

Main challenges in company productivity



AI-powered tools represent an enormous opportunity to improve information processing and productivity.



64%

share of people who 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

amount by which time spent in Microsoft Teams meetings and calls has increased per week since February 2020.



Copilot unlocks productivity and creativity

Microsoft Copilot for Microsoft 365 provides real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills.

“Copilot will be the new UI that helps you gain access to the world’s knowledge and your organization’s knowledge, but most importantly, it will be your agent that helps you act on that knowledge.”

Satya Nadella



What to consider when preparing for Copilot

Copilot, or in a more generic way, Generative AI, accelerates access to information and produces new content so, security and operational concerns need to be addressed in advance. Furthermore, it is important to ensure that the use cases are relevant enough to drive adoption.



Use Cases

- What are the main use cases where Copilot can have a direct impact on people's day-to-day work?
- Who are the most business influencing departments that should be onboarded first?



Responsible AI

- Which type of controls will you use to avoid creating biased, offensive or discriminative content?
- How will your AI incorporate and respect your company values?



Compliance

- Adapt your policies to the National and Industry Regulations.
- How to manage responsibility over AI produced content?
- Who will be responsible for AI related complaints and litigations?



Privacy

- How will you handle Intellectual Property and Copyright?
- Are your data privacy levels well defined and is Generative AI ready to respect your data privacy concerns?



Security

- Is your structured and unstructured data accessible to AI?
- Are your permissions and access policies ready for AI?
- How to defend against new type of attacks targeted at LLMs?

Microsoft 365 Copilot adoption Readiness Assessment

With this 4-week Readiness Assessment, you'll gain insights into your current organizational context and a detailed report to start deploying M365 Copilot. This assessment represents the first step in our proposed approach to Copilot for Microsoft 365 adoption services:



1 | ASSESS

Readiness Assessment

2 | ENABLE*

AI Policies &
Governance

Data readiness &
security

Extensibility: Custom
data and Actions

3 | ADOPT*

Change management



waves

Reinforcement

*Enable & Adopt are subsequent phases after the Readiness Assessment service



Readiness Assessment 4-week initiative

Help your organization prepare for the adoption of M365 Copilot.

M365 CURRENT SITUATION

- Microsoft 365 usage patterns;
- Existing policies and the possible impact using GenAI;
- Current data practices, tools and technical readiness:
 - Data availability;
 - Access and permissions;
 - Data loss policies and Data classification.










FUTURE VISION DEFINITION

- Define personas and user needs;
- Define Copilot use cases to enhance productivity and unlock creativity;
- Extend Copilot capabilities by integrating with existing business processes, applications and data;
- Uncover new business capabilities made possible by using Copilot.

DETAILED REPORT DELIVERY

- Recommendations on how to address the responsible AI concerns;
- The needs, personas and use cases specific to your organization;
- Other opportunities uncovered to expand the usage of AI: customer facing scenarios and business process automations;
- The recommendations for extensibility: integrations with other data sources and applications;
- A High-Level Deployment Plan and cost estimations.

Our Roadmap

Tasks	Weeks				
	1	2	3	4	5
Kickoff					
Communications					
Art of the possible					
Discovery meetings		  			
Technical readiness meeting					
Report production					
Report presentation					

Our Roadmap

Internal kickoff with core project team

- Review assessment methodology and goals
- Refine scope, review personas to be analyzed
- Review if all key users are engaged, add people to the team if needed
- Schedule next meetings

Communication

- Initiative launch message from sponsors

Kickoff

Art of the possible

- One Knowledge Share session for all team
- AI overview: models, use cases
- Responsible AI
- Drill down on Copilot

Use Cases discovery meetings with key users

One meeting for each persona

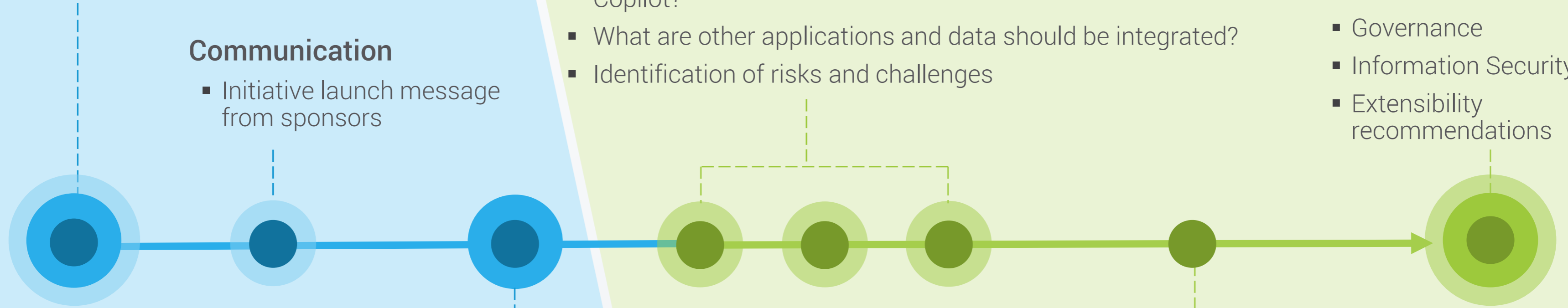
- Analyze current user productivity journey
- Explore How Copilot can help raising productivity in the existing journey: use cases; expected benefits; Hands on labs
- Brainstorm: Which new use cases could be enabled by using Copilot?
- What are other applications and data should be integrated?
- Identification of risks and challenges

Final report

- High Level deployment Plan
- Personas and use cases
- Governance
- Information Security
- Extensibility recommendations

Technical readiness meeting with IT and Legal/Compliance

- M365 data analysis
- Other applications and data: Extensibility architecture
- How AI fits in the existing policies and which new policies should be created



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Is your organization Copilot Ready? Join our initiative!

Call for more information: +351 210 171 610

Ask a question via email: contact@unipartner.com

