AKINS**IT**

Copilot for Microsoft 365 Workshop

Copilot for Microsoft 365 Workshop goals

Grounded in business data, Copilot for Microsoft 365 is designed to help organizations unleash creativity, unlock productivity, and level up skills.

Assess the needs of your employees

Identify the high-value Copilot for Microsoft 365 scenarios for your organization across creativity, productivity, and skilling.

Accelerate outcomes using Copilot for Microsoft 365

Showcase Copilot for Microsoft 365 in real-world scenarios. Optionally, review capabilities made possible with Copilot for Microsoft 365 Extensibility, Copilot Studio, Copilot for Sales and/or Copilot for Service.

Develop a solution plan for enhancing outcomes

Develop a plan to implement recommendations based on prioritized scenarios.

Copilot for Microsoft 365 adoption workstreams

Copilot for Microsoft 365 represents a unique adoption opportunity to speed time to user satisfaction, creativity, and productivity by rapidly enabling hands-on learning directly with the product. This accelerates a business user's deeper understanding of what Copilot can deliver in their specific scenarios creating the "aha" moment that signifies personal understanding. Copilot Lab, available both in product (via Microsoft 365 Chat) and online, provides the tool to drive this understanding in "Copilot for You" tasks to be done.

Additional support for broader team and organizational transformation of AI-ready scenarios, identified during the Art of the Possible engagement and from direct business user feedback, can be supported with deeper adoption support and engagement.

Rapid adoption motions

Focus on direct enablement and "aha moments" using Copilot Lab end-user with rapid learning and feedback cycles.

Workstreams can support each other or be standalone.

Professional adoption engagement

For Microsoft Partners, Adoption Managers, and MVPs – long form content to drive classic adoption approach.

You are here

Copilot journey

Art of the Possible and Build the Plan

Stakeholders & Enablement Team

Technical readiness

Workstream addresses technical deployment readiness, including governance, security, compliance, and management issues.

Copilot for Microsoft 365 Workshop

Designed as a three-phase workshop, the Copilot for Microsoft 365 Workshop helps customers assess their needs, prioritize Copilot scenarios, and define an actionable roadmap.

Customer Audience
Senior BDMs, Managers, End Users, LOB Leaders, ITDMs

Assess
Define scope, identify business stakeholders, and gather information on key business scenarios. Complete and review optimization assessment and guidance.

Art of the Possible
Showcase the intelligence added to employee experiences by unleashing creativity, unlocking productivity, and leveling up skills (included in the demos).

Build the Plan
Develop a plan to implement recommendations based on prioritized scenarios. Define next steps and timeline to develop and implement the solution.

Copilot for Microsoft 365 Workshop

Assess (120 min)

❑ Copilot for Microsoft 365 Workshop Pre-Engagement Kick-Off	30 min
❑ Optimization Assessment Review and Guidance	90 min

Art of the Possible (125 min)

❑ Art of the Possible Kick-Off	15 min
❑ AI-Powered Organization	10 min
❑ Responsible AI	10 min
❑ Copilot for Microsoft 365 Overview	15 min
❑ Unleash Creativity	15 min
❑ Unlock Productivity	15 min
❑ Uplevel Skills	10 min
❑ Better Together: Teams Premium & Copilot in Teams	15 min
❑ Copilot for Microsoft 365 Personas	20 min

Build the Plan (195 min)

❑ Build the Plan Kick-Off	15 min
❑ Scenario Analysis & Prioritization	120 min
❑ Report & Recommendations	60 min

Optional modules (0-100 mins)

Copilot Extensibility

❑ Copilot Extensibility Overview	10 min
❑ Copilot Studio Overview	20 min
❑ Demo	10 min

Copilot for Sales

❑ Copilot for Sales Overview	25 min
❑ Demo	5 min

Copilot for Service

❑ Copilot for Service Overview	25 min
❑ Demo	5 min

Assess

Goal

The Assess phase introduces you to the workshop, technical requirements for Copilot for Microsoft 365, the steps to take to become AI ready, and builds the Art of the Possible phase.

Scope

Complete the optimization assessment and deliver the assessment review and guidance.

We will achieve this in the following sessions:

- Identify key stakeholders
- Describe and discuss upcoming activities
- Copilot for Microsoft 365 Overview
- Research customer challenges and opportunities
- Deliver Microsoft 365 pre-workshop kick-off
- Review assessment and deliver guidance
- Prepare for the Art of the Possible workshop

Optional Pre-Engagement Questionnaire

In addition to the Copilot for M365 Optimization Assessment, you may be asked to complete and return the **Optional Pre-Engagement Questionnaire** (for Copilot for Microsoft 365 Extensibility, Copilot Studio, Copilot for Sales, and Copilot for Service Workshops) during or after the kickoff meeting. If you are interested in these optional workshop modules you should complete and return the questionnaire several days in advance of the start of the engagement.

The Optional Pre-Engagement Questionnaire

The questionnaire will help you think about your employee AI experience, readiness, and maturity levels which will help you prepare for meaningful conversations during the optional workshops and prepare you partner to consider your unique needs.

The results of the questionnaire will be used as input to determining which optional workshop modules will be delivered and what areas of focus should be included in the optional workshop modules.
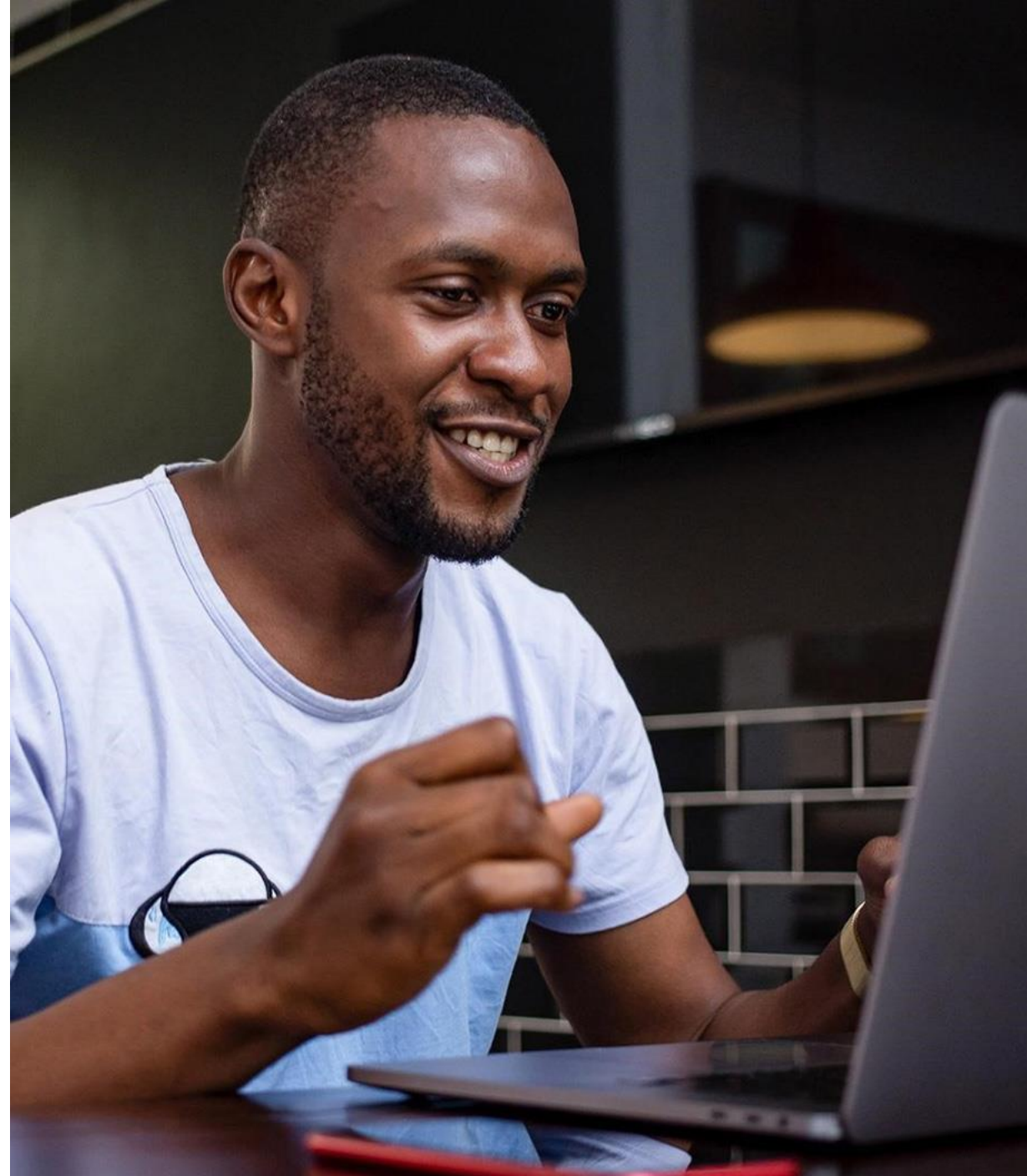
Art of the Possible

Goal

Deliver Copilot for Microsoft 365 to leverage organizational data to add intelligence to the workforce.

Scope

The Art of the Possible for Copilot for Microsoft 365 is a combination of presentations and demos that will educate and excite your organization on how to transform the employee experience with artificial intelligence integrated into Microsoft 365.

We will achieve this in the following sessions:

- AI-powered organization
- Responsible AI
- Copilot for Microsoft 365 Overview
- Unleash creativity
- Unlock productivity
- Uplevel skills
- Better Together: Teams Premium and Copilot in Teams
- Copilot for Microsoft 365 Extensibility (Optional)
- Copilot Studio Overview (Optional)
- Copilot for Sales Overview (Optional)
- Copilot for Service Overview (Optional)
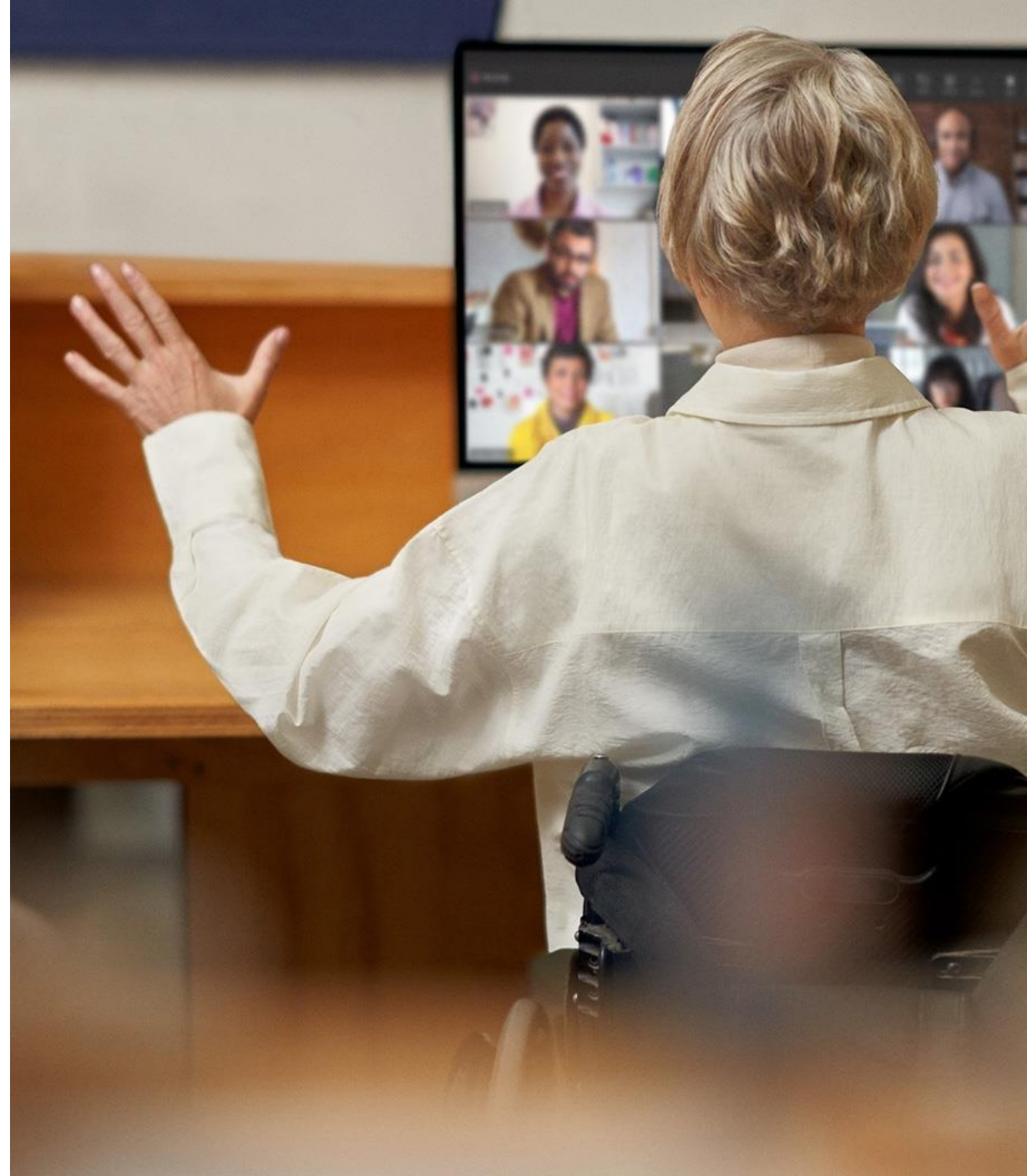- Copilot for Microsoft 365 personas

Build the plan

Goal

Build a plan to design and implement Copilot for Microsoft 365 experiences for your organization. You will summarize current customer challenges surfaced by Business Decision Makers and map them to personas.
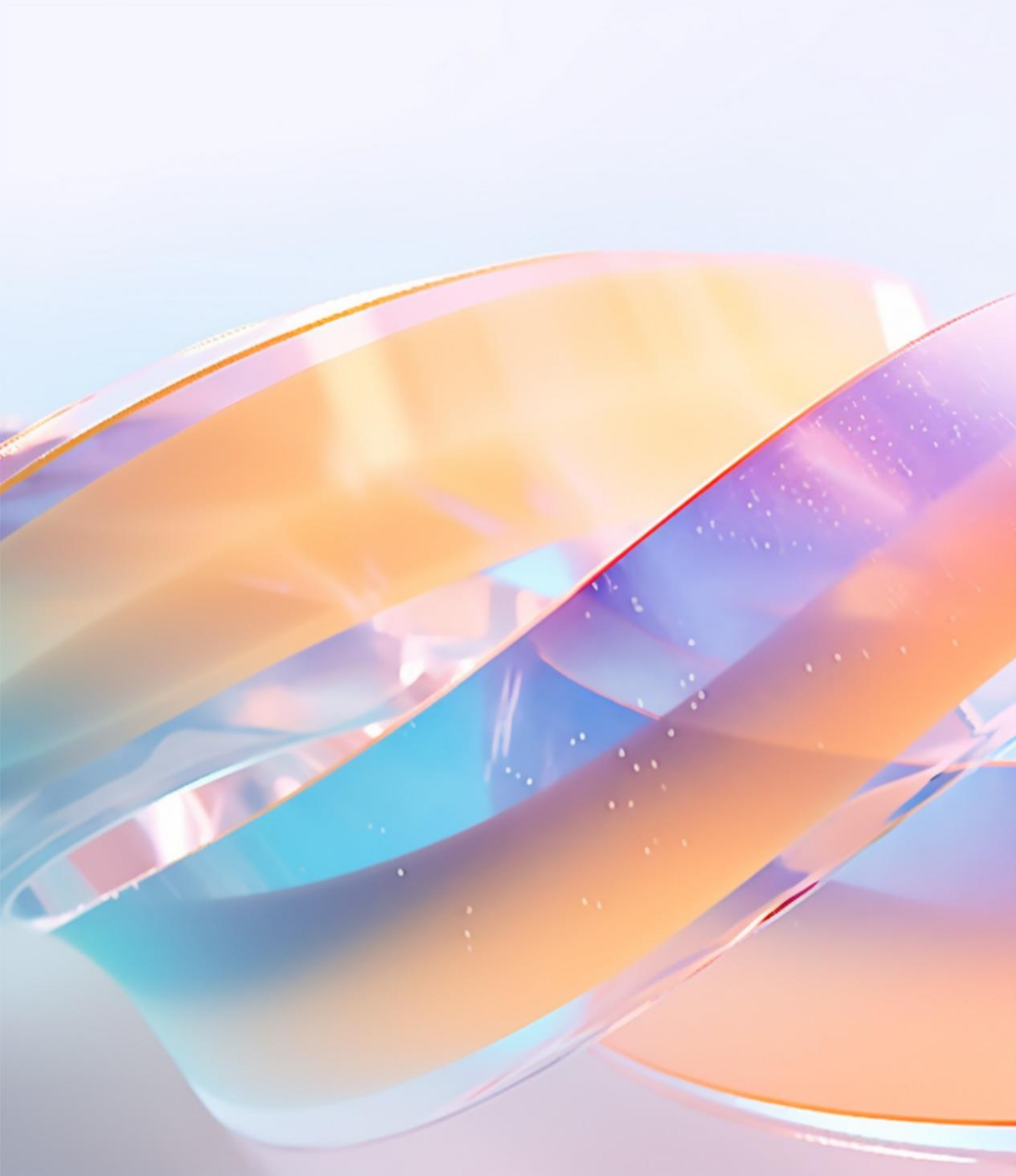
Scope

Following the Art of the Possible, define and prioritize top scenarios to focus on and work on developing a solution plan.

We will achieve this in the following sessions:

- Identify scenarios based on the customer's business decision pain points.
- Discover personas and map them to the customer's business challenges.
- Provide a summary of prioritized scenarios.
- Deliver an overall plan to pilot Copilot for Microsoft 365, next steps, and identified risks.

Next steps

Schedule your Copilot for Microsoft 365 Workshop today!

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