Copilot for Microsoft 365 Adoption and Readiness Workshop.

About Us

Your technology should make you soar, not hold you back!

For over a decade, Gryphon Consulting has been your trusted technology advisor. We'll help you maximize your existing software investment, empower secure collaboration, and boost productivity.

Our experts are passionate advocates for our customers: we're determined to help you succeed while also providing you peace of mind.

Agenda

- **Introduction.**

- **Workshop overview.**

- **Stakeholder availability and schedule.**

- **Customer requirements and tools necessary for conducting the workshop.**

- **Expectations and next steps.**

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 Workshop

Assess

❑ Copilot for Microsoft 365 Workshop Pre-Engagement Kick-Off **(You are here)**	30 min
❑ Pre-Engagement Questionnaire (for assessing Copilot Studio, Copilot for Sales, Copilot for Service readiness)	30 min
❑ Optimization Assessment, Review and Guidance	90 min
❑ Address data security, governance, and data access questions	120 min

Art of the Possible

❑ Art of the Possible Kick-Off	15 min
❑ AI-Powered Organization	10 min
❑ Responsible AI	10 min
❑ Copilot for Microsoft 365 Overview	15 min
❑ Copilot at Work	45 min
❑ Better Together: Teams Premium & Copilot in Teams	15 min
❑ Organizational Readiness	10 min
❑ Day in the Life (By Department/Persona)	90 min

Build the Plan

❑ Build the Plan Kick-Off	15 min
❑ Scenario Analysis & Prioritization	180 min
❑ Build Business Case Overview	90 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

Copilot for Microsoft 365 Workshop

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

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

Partner Participants
Architects, User Experience Leads

Assess

Define scope, identify business stakeholders, and gather information on key business scenarios. Complete and review readiness assessment, pre-engagement questionnaire and guidance.

Art of the Possible

Showcase the intelligence added to employee experiences by unleashing creativity, unlocking productivity, and leveling up skills. Optionally, understand how to extend to personas and scenarios with Copilot Studio, Copilot for Sales and/or Copilot for Service.

Build the Plan

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

Assess

Goal

The Prepare phase introduces you to the workshop, the steps to take to become AI ready, and helps you build User Enablement and Technical Readiness streams.

Scope

Complete the pre-engagement kick-off call and the pre-engagement questionnaire.

You'll accomplish our goals by completing key activities:

- Identify key customer stakeholders.
- Gather information in the Pre-Engagement Questionnaire.
- Research customer challenges and opportunities.
- Deliver Copilot for Microsoft 365 Pre-Engagement Kick-Off.
- Discuss and plan for which optional modules the customer may be interested in.
- Prepare for the Art of the Possible .
- Completion and review of optimization assessment results.
- Address customer's data security, governance, and data access questions.
- Define recommended next steps along with identified risks, owners, and dates to be completed.
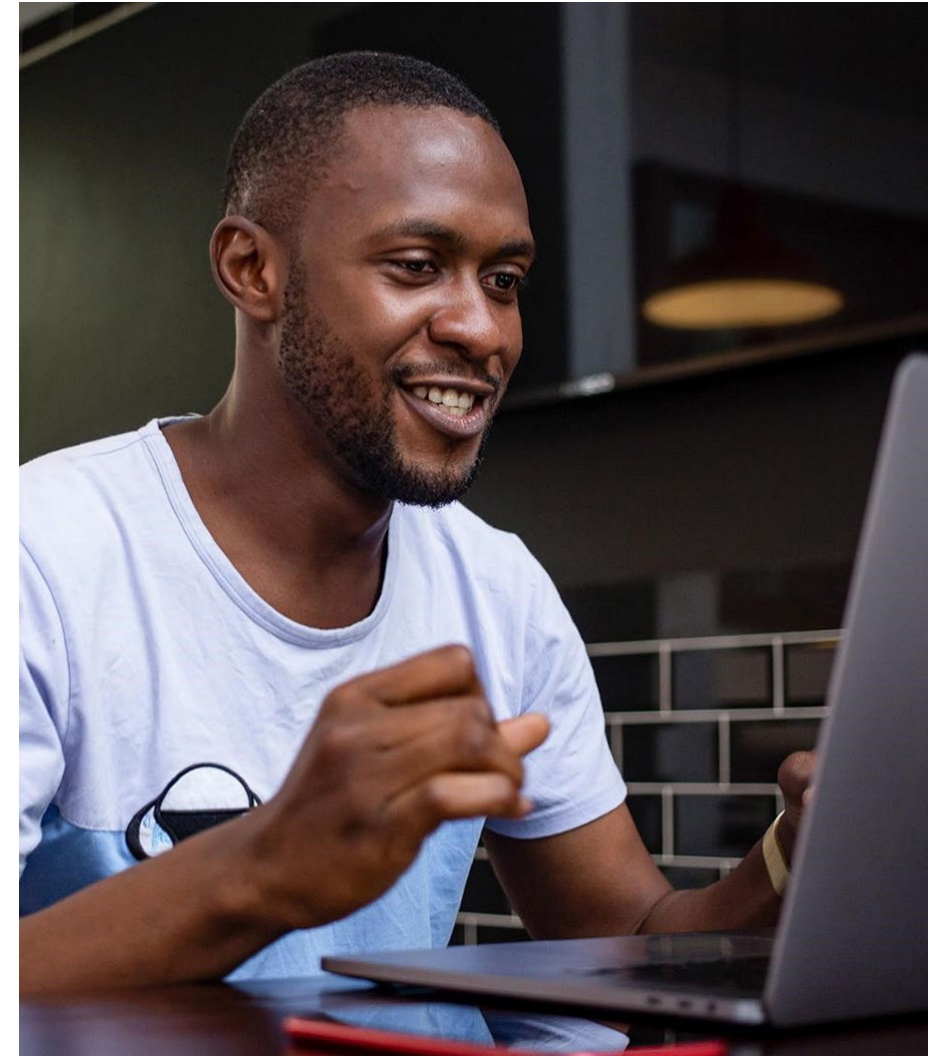
Art of the possible

Goal

Showcase Copilot for Microsoft 365 capabilities to the customer, leveraging organizational data to add intelligence to the workforce.

Scope

The Art of the Possible for Microsoft 365 delivers 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.

You will accomplish the goals by covering key topics:

- AI-powered organization
- Responsible AI
- Copilot for Microsoft 365 Overview
- Copilot for Work : Copilot in Microsoft Teams, Copilot in Outlook, Copilot in Word, Copilot in Excel, Copilot in PowerPoint
- Better Together: Teams Premium and Copilot in Teams
- Day in the Life by Departments
- Optional Modules: Copilot for Microsoft 365 Extensibility, Copilot Studio Overview, Copilot for Sales Overview, Copilot for Service Overview

Build the plan

Goal

Build a plan to design and implement Copilot for Microsoft 365 and related 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.
- Discuss how to build a Business Case.
- Deliver an overall plan to pilot Copilot for Microsoft 365, next steps, and identified risks.

Contact Us

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Thank you