Copilot for M365 Rapid Adoption Program

Structured Plan for a quick adoption and ROI return on Copilot for M365 Investment

adaQuest

Microsoft Solutions Partner

Modern Work, Security & Copilot

Overview

An 8-week program to help organizations quickly adopt Copilot for M365

- Various sessions, activities, and deliverables designed to educate, engage, and empower users
- Covers topics such as adoption best practices, security and configuration, and end-user training
- Includes live sessions, department level scenario discovery, and daily monitoring
- End-user surveys and executive adoption progress reports to measure impact

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Assumption & Constraints: Expectations

Service Provider as Partner of Record and GDAP
- Leverage Microsoft Support to manage Customer's Cloud Environment

Customer provides point of contact
- For escalation, issue resolution, and decision-making

Support, training, and assistance provided online
- Via Microsoft Teams or Phone

Adoption Overview Session

Adoption Overview Session (1 Session)

- Covers best practices for Copilot Adoption Program
- Objectives, expectations, and agenda of the Rapid Adoption Program

End-User Training (2 Sessions)

- Two-hour session introducing Copilot for M365
- Delivered by a Copilot for M365 expert via Teams meeting

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Review of Basic Security and Configuration of Copilot Licenses

Two-hour session reviewing basic security and configuration settings of Copilot licenses

- Ensures proper assignment and activation for pilot users
- Covers access, management, and troubleshooting of Copilot licenses
- May propose and implement configuration to improve M365 tenant security
- Delivered by a Copilot for M365 expert via Teams meeting

End-User Training

Two 120-minute sessions

Hands-on training for various tasks and scenarios

Accessing and activating Copilot for M365

Topics covered

Document creation, editing, and formatting

Presentation design, content, and delivery

Spreadsheet usage

Email writing

Using Copilot for M365 with Teams

Delivered by Copilot for M365 experts via Teams meeting

Includes demonstrations, exercises, and quizzes

Sessions recorded and made available for review and practice

7-Weeks Copilot Tips E-mail Campaign

Weekly email with brief explanation and link to short videos

Explains how Copilot can be used in each of the M365 applications

Designed to provide a quick reminder of Copilot's usage

Ask Us Anything

Three 60-minute sessions
- Opportunity for pilot users to ask questions and share feedback

Informal and interactive
- Learn from each other and Copilot for M365 experts

Delivered via Teams meeting
- Recorded and available for review

Department Level Scenario Discovery

Three 60-minute sessions tailored to each department's needs

- ◦ Identify and define work scenarios and challenges

- ◦ Use Copilot for M365 to create solutions and outcomes

- ◦ Measure and evaluate the impact and value of Copilot for M365

- ◦ Share and showcase solutions and outcomes to stakeholders and users

Daily Monitoring and Answering Questions through Teams Group

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- Activity performed by Copilot for M365 experts

- Aims to provide timely and accurate responses and solutions to users
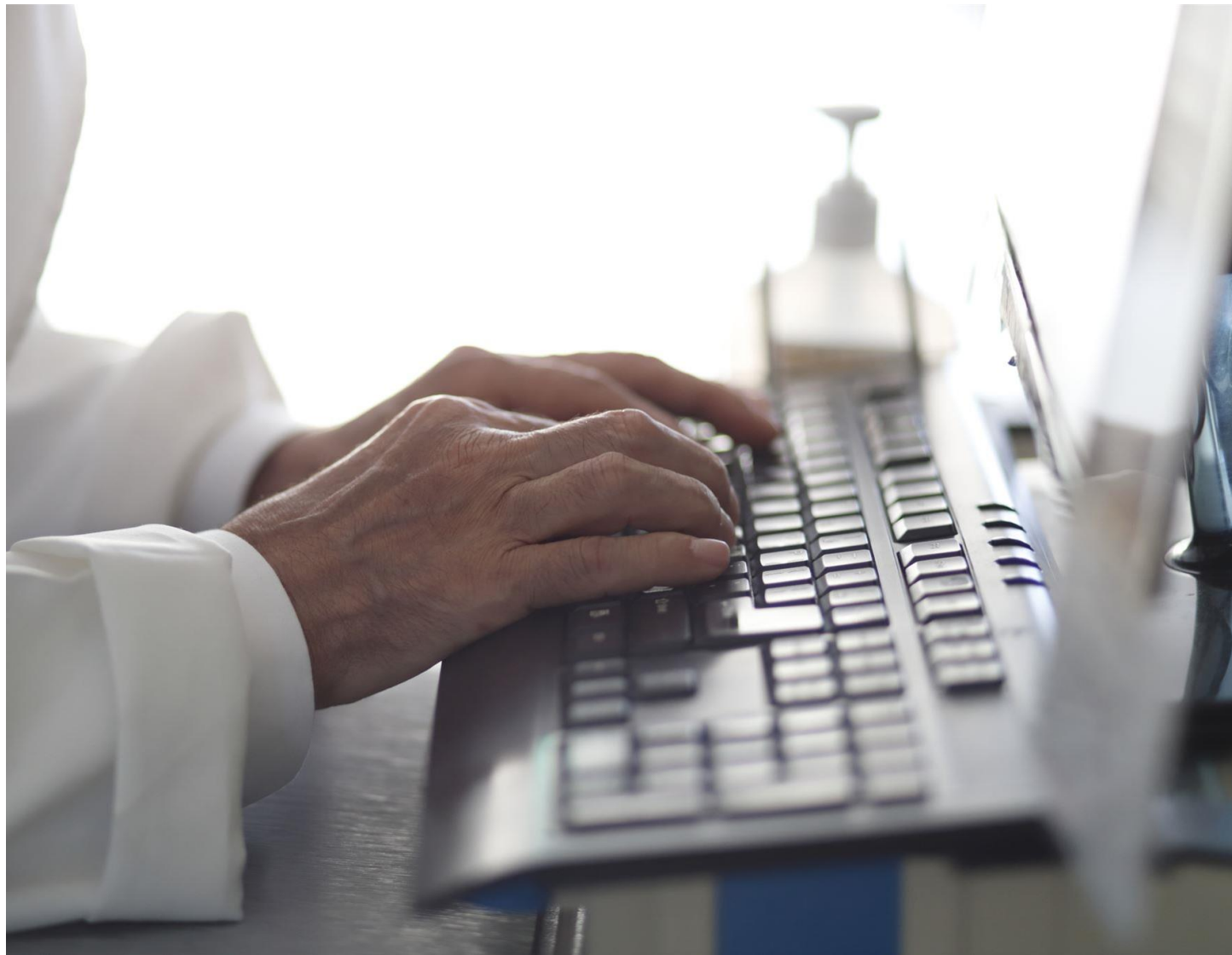
End-User Surveys

Two surveys measuring user satisfaction and adoption

- ◦ Surveys sent at the end of week 4 and week 8 of the program

Questions about user experience, perception, behavior, and outcomes

- ◦ Created and analyzed by Copilot for M365 experts

Results shared with pilot users and project sponsors

Executive Adoption Progress Reports

Executive Summary
- ◦ Key findings, achievements, and recommendations

User Adoption Dashboard
- ◦ Quantitative and qualitative metrics of user adoption

User Success Stories
- ◦ Solutions and outcomes created by pilot users

Lessons Learned and Best Practices
- ◦ Main learnings and tips from the program

Next Steps and Action Plan
- ◦ Next steps and actions for further adoption and scaling

Wrap-Up Meeting with Recommendations and Insights

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- Two-hour meeting

- Concludes the Copilot for M365 Rapid Adoption Program

- Provides recommendations and insights for further adoption and scaling of Copilot for M365

- Delivered by the Copilot for M365 experts via Teams meeting

- Includes a recap of the program objectives, agenda, and results

- Includes a recommendations and insights session

- Meeting is recorded and made available for the pilot users and the project sponsors to review and follow up
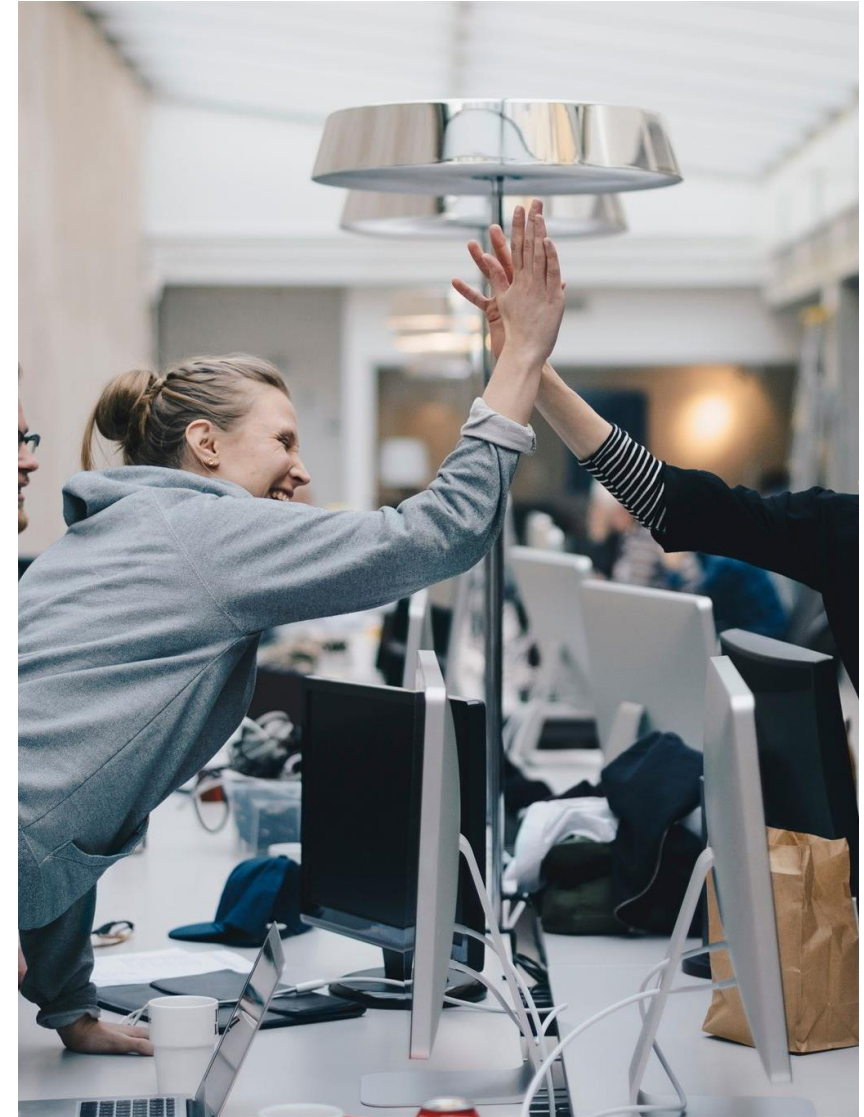
Service Timeline and Schedule

Week 1 – Configuration
- 1 Adoption Overview Session (2 hours)
- Review baseline security and configure copilot licenses (2 hours)
- Creation of Copilot for M365 Teams Groups

Week 2 – End-User Onboarding
- Copilot Tips E-mail #1 – (7-Week Copilot Tips)
- 2 End-user training sessions – (2 hours each)
- 1 Department-Level Scenario Discovery Session (2 hours)

Week 3 – Center of Excellence Ongoing
- Copilot Tips E-mail #2 – (7-Week Copilot Tips)
- "Ask Us Anything" live session – (1 hour)
- Monitor and answer Teams Channel Questions

Week 4 – Center of Excellence Ongoing
- Copilot Tips E-mail #3 – (7-Week Copilot Tips)
- 1 Department-Level Scenario Discovery Session (2 hours)
- Monitor and answer Teams Channel Questions
- Send End-User Survey – Collect and Analyze Results
- Compile Report of AI Dashboard Utilization with Expert Insights

Week 5 – Center of Excellence Ongoing
- Copilot Tips E-mail #4 – (7-Week Copilot Tips)
- "Ask Us Anything" live session – (1 hour)
- Monitor and answer Teams Channel Questions

Week 6 – Cetner of Excellence Ongoing
- Copilot Tips E-mail #5 – (7-Week Copilot Tips)
- 1 Department-Level Scenario Discovery Session (2 hours)
- Monitor and answer Teams Channel Questions

Week 7 – Center of Excellence Ongoing
- Copilot Tips E-mail #6 – (7-Week Copilot Tips)
- "Ask Us Anything" live session – (1 hour)
- Monitor and answer Teams Channel Questions

Week 8 – Center of Excellence Ongoing – Program Wrap-Up
- Copilot Tips E-mail #7 – (7-Week Copilot Tips)
- Send End-User Survey – Collect and Analyze Results
- Compile Report of AI Dashboard Utilization with Expert Insights
- Program Wrap-Up Session – Review Results and Next Steps Recommendations

Benefits

Comprehensive Coverage for Holistic Adoption

Includes 8 weeks of structured activities

Security reviews and personalized departmental scenario discovery sessions

Expert-Led Sessions for In-Depth Knowledge

Expertise typically billed at a higher rate

Continuous Support for Immediate Assistance

Daily monitoring and answering questions through Teams Group

Measurable Outcomes for Tangible Metrics

Two end-user surveys and executive adoption progress reports

Future-Proofing for Continued Success

Wrap-up meeting offers insights and recommendations

Fixed Price Advantage for Budget Certainty

Thank You!

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