



Microsoft 365 Copilot Technical Readiness Workshop

Prepare Your Microsoft 365 Data Estate

As your organization prepares to leverage Microsoft Copilot to transform work, it is imperative that both Copilot services and the individuals who use them have the RIGHT access to corporate data. The Microsoft 365 Copilot Technical Readiness Workshop will help you understand best practices for discovering, classifying and securing your data in preparation for Microsoft 365 Copilot.

Workshop Summary:

1

Assess the Current State

- / Microsoft 365 licensing and network configuration
- / Corporate data state (Teams, OneDrive/SharePoint, on-prem, Exchange)
- / Data discovery and classification
- / Potential oversharing
- / Sensitivity Labels and Label Policies
- / DLP Policies
- / Retention Policies

2

Know, Classify and Protect your Data

- / Sensitive Information Types
- / Trainable Classifiers
- / Microsoft Information Protection
- / Microsoft Data Loss Prevention
- / Data Lifecycle Management

3

Build the Plan for the Future State

- / Define a strategy for structuring SharePoint/OneDrive Permissions
- / Define baseline Microsoft 365 security posture
- / Define baseline policies to classify and protect data through data classification and sensitivity labels
- / Define baseline retention policies

These results will help determine the action plan for Alithya's enablement services

Outputs

- Action plan for securing Microsoft 365 services and data
- Action plan for implementing Purview policies
- Detailed reporting of your current Microsoft 365 data