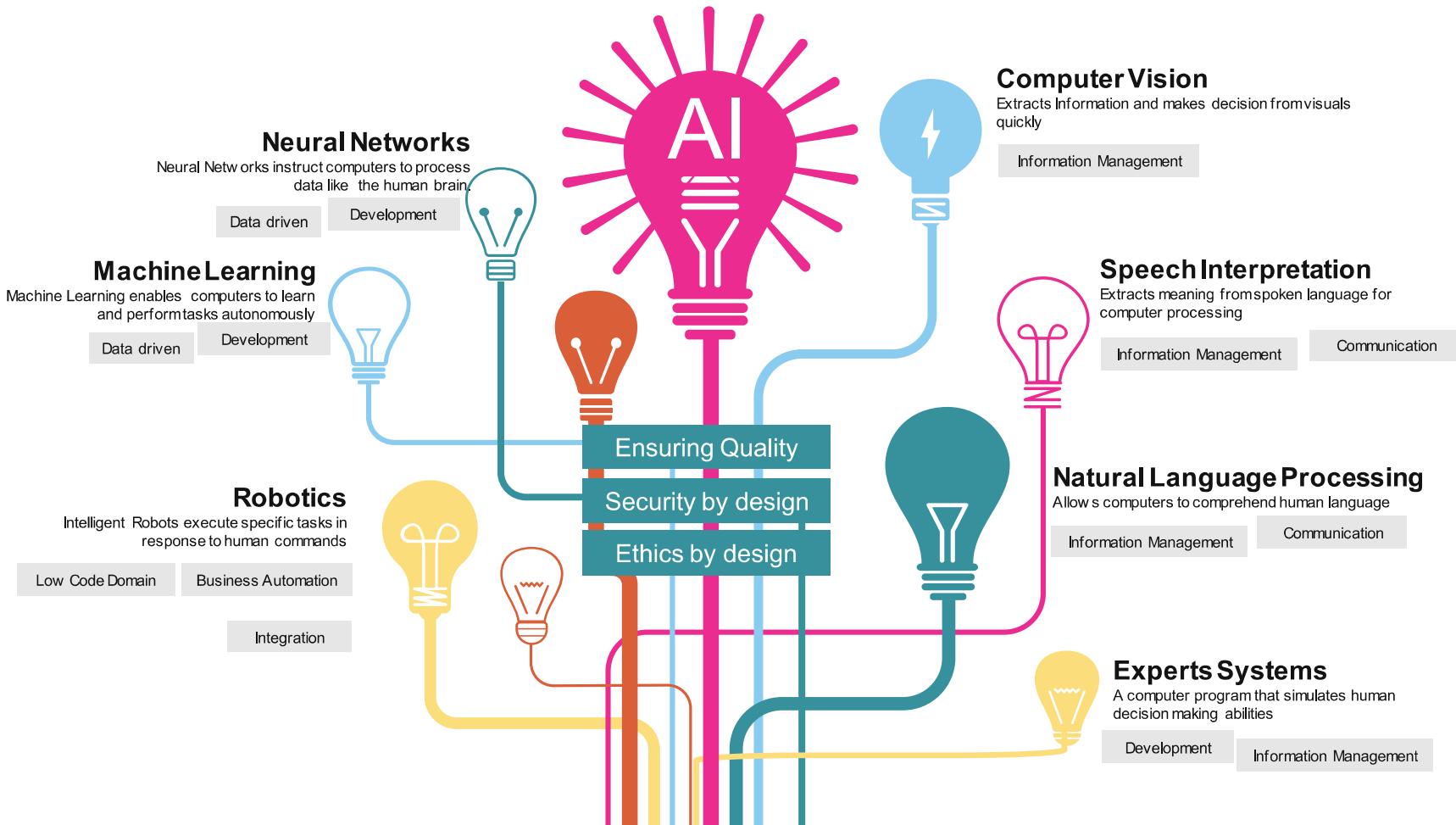# Microsoft Copilot SmartRoutine Program
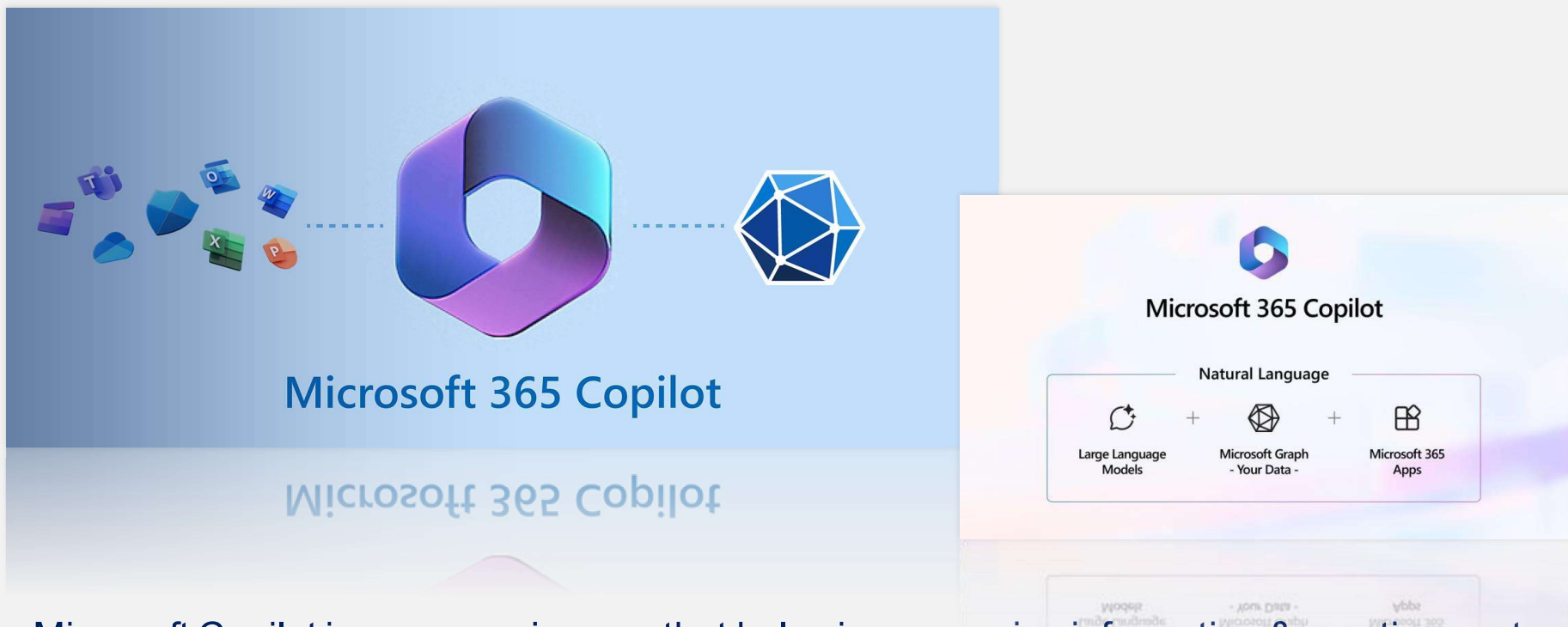
Kickstart the use of Microsoft Copilot in your organisation

Xylos

Building blocks in Artificial Intelligence domain.

AI

Neural Networks
Neural Networks instruct computers to process data like the human brain.

Data driven | Development

Computer Vision
Extracts Information and makes decision from visuals quickly

Information Management

Machine Learning
Machine Learning enables computers to learn and perform tasks autonomously

Data driven | Development

Speech Interpretation
Extracts meaning from spoken language for computer processing

Information Management | Communication

Ensuring Quality

Security by design

Ethics by design

Robotics
Intelligent Robots execute specific tasks in response to human commands

Low Code Domain | Business Automation

Integration

Natural Language Processing
Allows computers to comprehend human language

Information Management | Communication

Experts Systems
A computer program that simulates human decision making abilities

Development | Information Management

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2

Microsoft Copilot

Microsoft Copilot is a companion app that helps in processing information & creating content based on available information in all digital workplace tools of the M365 Suite.

Starting my day

Slide with a visual of someone who is starting his day in stress

How does this work for me?

What prompts can I use?

How can Copilot support collaboration with colleagues?

4

Coming back from holiday

Slide with a visual of someone who is coming back from holiday and has information overload

How does this work for me?

What prompts can I use?

How can Copilot support collaboration with colleagues?

Copilot SmartRoutine Program
Improve 6 Routines in 9 weeks

X

Copilot SmartRoutine Program

9 weeks to focus on 6 routines that will be more efficient with Copilot

Daily Routines
- Establish and automate morning and end-of-day routines to enhance daily productivity.
- Train on prioritizing tasks and managing emails efficiently with AI.

Meeting Routines
- Automate the creation of agendas and the summarization of meeting materials.
- Optimize scheduling and follow-up processes to ensure action items are tracked.

Project Management Routines
- Implement AI-driven project tracking and reporting for real-time updates.
- Enhance stakeholder communication with automated updates and alerts.

After out-of-office Routines
- Automate summaries of missed communications and updates during absences.
- Re-prioritize tasks and integrate smoothly back into work processes.

Brainstorming and Workshop Routines
- Set up AI-assisted sessions to foster creativity and idea generation.
- Record and manage outputs from brainstorming for future reference and action.

Collaboration Routines
- Enhance team collaboration through synchronized task management and document sharing.
- Ensure consistent communication flows and updates within team projects.

Budget

Fase	Deliverable	Budget
Intake workshop	• Ensuring the right public is selected and setting up the agenda.	€ 500
7 weeks workshops	Each workshop is designed to be hands-on and interactive, ensuring participants not only learn but also apply their new skills in real-time, maximizing the impact of the Copilot integration into their daily work lives.	€ 11.000
1 review meeting	The workshop will provide an opportunity for feedback, adjustments, and sharing best practices among participants, ensuring that everyone is optimizing their use of Copilot effectively.	€ 500
1 performance impact meeting	This comprehensive workshop will assess the changes in productivity levels, gather extensive feedback, and plan for future enhancements or additional routines that could be introduced.	€ 500
TOTAL		**€ 12.500**