Microsoft Copilot Readiness Workshop

What is the Microsoft Copilot Readiness Workshop?

Welcome to our Microsoft Copilot Readiness Workshop! As technology evolves, so does the need for innovative tools that enhance productivity and collaboration. In this workshop, our expert consultants will guide your team through all of the tasks and activities to prepare your organization for a successful deployment of Microsoft Copilot. This workshop will enable you to unleash the full potential of Copilot's intelligent assistants across your workforce in a secure and compliant manner while also ensuring your workforce is well-prepared and understand how this change can help them achieve greater success. Let's embark on a journey to harness the power AI together. Get ready to work smarter, faster, and with greater quality and efficiency!

What can I expect from the Microsoft Copilot Readiness Workshop?

Pre-Engagement Discovery	Technical / organizational discovery document and General Survey provided to select stakeholders in your organization
Session 1 – Introduction to General AI Principals	An introduction with key stakeholders covering the key topics and concepts around the use of Artificial Intelligence in typical business scenarios.
Session 2 – What to expect from Microsoft Copilot	A **functional overview** of Microsoft Copilot and discussions on how these tools will impact your organization.
Session 3 – How to Prepare for and Implement Microsoft Copilot	Separate sessions that assess your current organization, documents current readiness, identifies key Use Cases of Copilot, and develops a roadmap to help your organization prepare for and implement MS Copilot.

Days 1-2 — Assess Current Organization
- Gather information on key business scenarios
- Conduct Copilot Readiness survey
- Define scope
- Identify business stakeholders
- Identify business drivers, opportunities, and challenges

Days 3-5 — Technical Readiness
- Data and Application Readiness
- Network and Device Readiness
- Licensing – current vs. future, per Use Case
- Privacy, Security, and Compliance Assessments

Days 6-7 — Org Readiness
- Use Case Impact Analysis
- Adoption and Change Management
- Copilot pilot program plans

Days 8-9 — Build the Readiness Plan
- Copilot usage & performance monitoring plan
- Build the overall roadmap (current → future state)
- Prioritization of scenarios and next steps built into a plan

Session 4 – Findings and Recommendations	Present overall roadmap that highlights the key findings, recommendations, and plans to become MS Copilot Ready.

What are the expected outcomes?

Education
Train and upskill your team on AI and Copilot

- ❑ What is AI?
- ❑ What is MS Copilot?
- ❑ Where can I use Copilot?
- ❑ Who can benefit the most?

Business Case Prioritization
Identify the key business cases for Copilot that for highest ROI

- ❑ What roles can benefit the most from Copilot?
- ❑ What is the low-hanging fruit?
- ❑ How much to invest?

Technical and Organizational Readiness
Identify gaps and how to fill those gaps

- ❑ What are my current security / privacy risks?
- ❑ How can I mitigate risk?
- ❑ How much will it cost?
- ❑ How can I prepare my people?

Executable Roadmap
Know exactly what needs to happen and when to execute it

- ❑ What is my Copilot deployment plan?
- ❑ When will each phase take place?
- ❑ How can I tackle adoption, training, etc.?