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Copilot for Microsoft 365 Jump Start Offering Overview

**THAT'S
THE POINT**

Copilot for Microsoft 365 makes “everyday AI” a real possibility in your organisation, assisting your people be more productive and creative in everything they do.

Copilot for Microsoft 365 Jump Start Offering

Velrada's Copilot for M365 Jump Start is a program designed to help your organisation explore and enable Microsoft Copilot in a controlled environment.

This structured approach aims to:

- **Empower Employees:** Equip your workforce with an AI assistant to boost efficiency and productivity.
- **Fuel Innovation & Collaboration:** Unlock new possibilities for innovation and collaboration within your organization.

Key Program Objectives:

- **Copilot Readiness Assessment:** Ensure proper licensing, security, and governance are in place for a smooth enablement.
- **Targeted User Identification:** Match Copilot's features with specific employee roles for maximum impact.
- **Controlled Launch & Expansion:** Implement Copilot strategically and develop a plan for broader adoption across the organisation.



Engagement Plan Overview

- **Launch & Readiness:**
 - ✓ Readiness assessment for your environment
 - ✓ Define success metrics.
 - ✓ Identify pilot users and craft an adoption plan.
- **Copilot Activation:**
 - ✓ Secure licenses & onboard pilot group.
 - ✓ Configure your M365 tenant for Copilot functionality.
 - ✓ Set up user permissions and access controls.
- **Pilot Program:**
 - ✓ Select a representative group
 - ✓ Choose a high-impact use case aligned with business goals.
 - ✓ Train pilot users on relevant Copilot features.
 - ✓ Monitor activity and gather feedback.
- **Analyse & Recommend:**
 - ✓ Evaluate pilot success based on pre-defined metrics.
 - ✓ Gather feedback from participants and stakeholders.
 - ✓ Develop a post-pilot report with insights and recommendations.
- **Scale & Support:**
 - ✓ Discuss next steps based on pilot results.
 - ✓ Explore options for broader Copilot adoption across your organisation.





Copilot for Microsoft 365 Key Benefits



Boost Productivity & Empower Users

Free up time and let Copilot empower your team for strategic work.



Breakthrough Collaboration & Simplify Onboarding

Break down silos and get new hires productive quicker with Copilot. This fosters a collaborative environment and reduces onboarding time for new employees.



Gain Valuable Insights & Unleash Creativity

Gain insights, measure impact, and unlock creativity with Copilot's AI.

Copilot for Microsoft 365 Jump Start–High-level Approach

Our comprehensive 3-step approach helps you assess, launch, and scale your Copilot for maximised productivity gains.



1. Readiness Assessment

Run the Copilot **Pre-Flight Checklist**

- Understand your current landscape:
 - ✓ Tenant licensing and how you are using your Microsoft 365 Apps – Outlook, OneDrive, Teams, etc.
 - ✓ Content source and access
 - ✓ Information protection and data management
- Velrada will conduct a **Copilot readiness Assessment** focused on user readiness, organisation readiness, productivity tool readiness and data security readiness
- Select pilot user to test Copilot capabilities
- Define success metrics for pilot



2. Launch Copilot Foundation & Setup

Run tailored **benefits realisation sessions**

- Activate Copilot for pilot users
- **Art of Possible** to demonstrate the capability of Copilot for M365
- Velrada will work with you to **identify the use case for pilot users** and how they can benefit from Copilot features.
- Velrada will introduce you to the challenges and mitigation strategies required when considering a Copilot for Microsoft M365 implementation

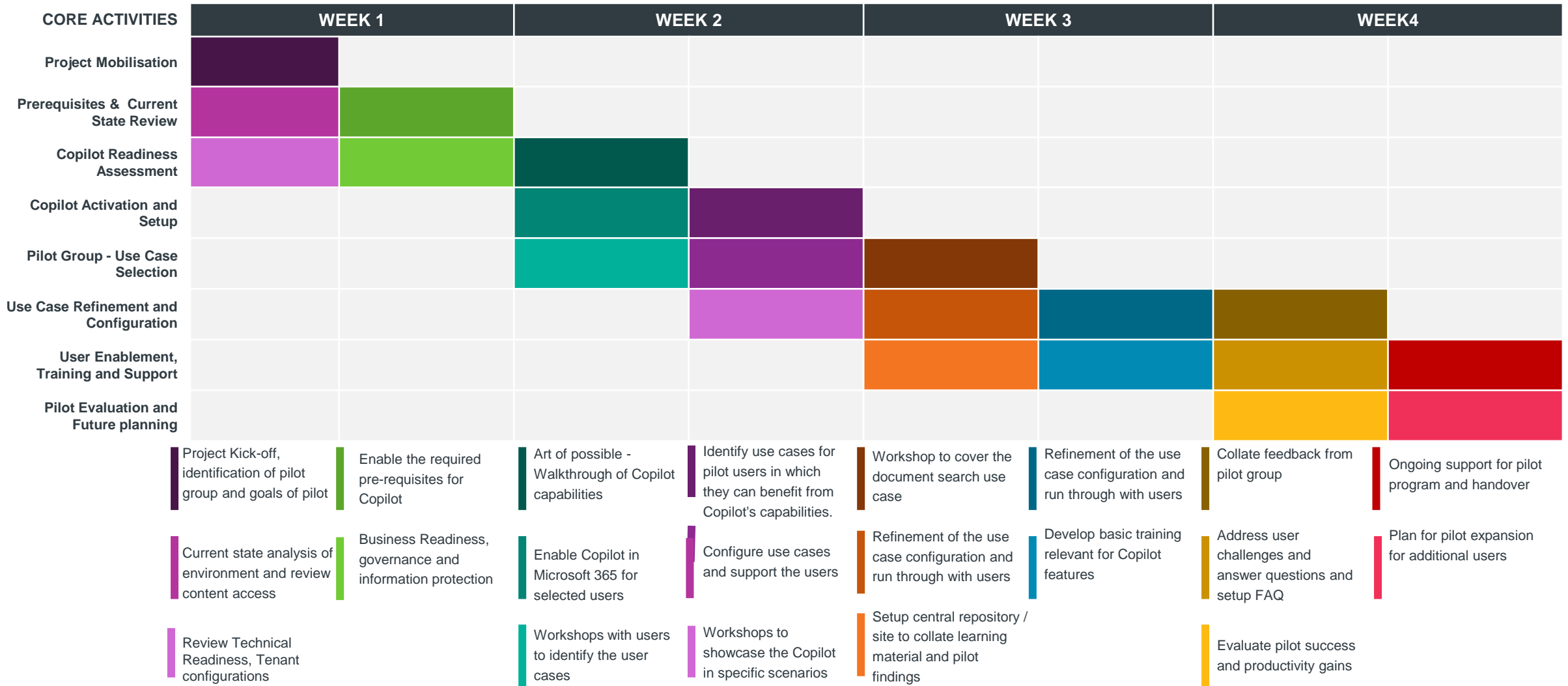


3. Scale and Adopt

Decide what **needs to be done**

- Train users, monitor activity & feedback, offer ongoing support.
- Evaluate success, gather feedback, develop **post-pilot recommendation for broader adoption.**
- Discuss next steps based on results, explore wider Copilot use, receive ongoing guidance.

Proposed Timeline For Engagement



Progress is impossible without change.

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