



Al-Copilot for Microsoft 365 Adoption



A Proof of Concept service to help you take full advantage of Al capabilities in your workplace productivity tools.

## What is Copilot for Microsoft 365?

Copilot for Microsoft 365 uses Generative Artificial Intelligence technology (LLMs) to harness your business data in the natural flow of work directly in the Microsoft applications you use every day. Al helps your employees to enhance their productivity, creativity and skills.



## How can a Proof of Concept help with adoption of Copilot for Microsoft 365?

Our AI and Workplace experts guide you through a step-by-step journey to ensure you achieve the most out of Copilot every day.

Once you have completed an Assessment and ensured readiness, you can move forward with a PoC to train, support and monitor a selected number of users which informs your full roll-out across the business.









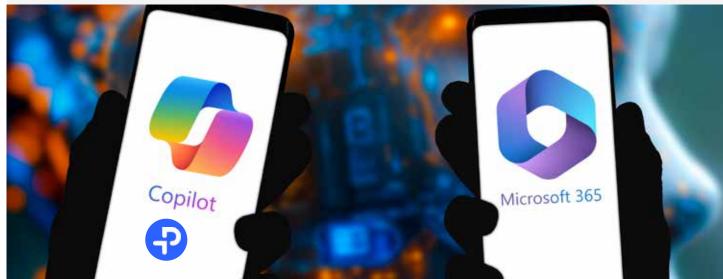
01 Evaluate Current

Status Microsoft 365 Copilot Assessment **Tenant Preparation** 

Microsoft 365 Copilot Be Ready Test with few users

Microsoft 365 Copilot Adoption PoC Go Live – All Company

Microsoft 365 CopilotAdoption



Our team guides you every step of the way.

**Copilot for Microsoft 365** 

**Evaluate** 

Assessment

- Assesses the state of maturity of the company.
- Identify preliminary tasks to be carried out before adoption.



**Go Live Copilot** 

**Copilot Microsoft 365** Drive Adoption (Whole company)

**Testing Copilot** 

**PoC Copilot for Microsoft 365** 

**Preparing systems** 

Copilot for Microsoft 365 Be Ready

Identify a team of people to define and lead the adoption process:

- Sponsors.
- Kev business users.
- User experience people (training/communication)
- People from the IT team.
- Identification of persons and usage scenarios.
- Deployment of users and licenses.
- Training and awareness-raising.
- Proof of concept.
- User support.
- Monitoring and measuring ROI.
- Tenant preparation: Requirements.
- Document Management Project (Optional) -> File Server Scenario.
- Security Audit.
- Policy design Governance.
- Policy activation Information Governance and Security.

Phases of the Proof of Concept service

Week 1 & 2

**Training** 

Based on the usage scenarios, we will conduct two Adopter Training sessions:

Session 3: Theoretical/practical Workshop on prompting + Teams (1 hour 15 minutes)

Session 2: Discovery Scenarios Session 4: Practical workshop on Copilot in Microsoft 365 (1 hour 15 minutes)

Week 4 to 10

**Accompanying &** Measuring

Adopters start with the Usage phase and will be supported by Prodware's Modern Workplace

A team of Teams is deployed where the members are the Adopters.

team.

**Practice** 

All training material, as well as a catalogue of live prompts and other training content, can be found in the kit.

Prodware's Modern Workplace team will resolve queries, through a 2-month bag of hours that will allow users to have access to an expert group of professionals for support and assistance.

A fortnightly follow-up meeting will be held, with a report including:

- Copilot usage information
- ROI assessment for usage scenarios

journey. → Contact us

Maturity Level to adopt Copilot



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2 sessions, total 1 hour 30 min + auestionnaire

A 30-minute session

Sharing (at the beginning of

Fill in questionnaire

Session 3)

Usage/ROI

FORMAT:

**Discovery** 

Session 1: Initial training of the

Adopters' Team (duration 1 hour)

2 sessions, 1 hour 15 min (2.5 hours)

On demand up to 10 days maximum

Ask for a conversation today to connect with our AI experts to support you in driving artificial intelligence as a key part of your transformation