

MICROSOFT 365

# COPILOT

ADOPTION & ENABLEMENT

# AI

# Copilot Adoption, A Business Challenge

Organisations are looking for AI benefits but need a safe adoption approach. Many organisations are expecting:

- Increased productivity
- Faster access to information
- Meeting and email summarisation
- Document and proposal generation
- Process automation
- Better collaboration

Common concerns include:

- Data exposure risks
- Unclear governance
- Lack of readiness
- User adoption challenges
- Poor content structure
- No rollout strategy

AI adoption often stalls without a structured enablement and governance approach.



# Gain Business Value From Copilot

Using a structured Microsoft Copilot adoption approach helps organisations securely operationalise AI across Microsoft 365 while delivering measurable business value.



## Key Outcomes

- Improve productivity and reduce repetitive administrative work
- Accelerate document creation, meeting follow-up, and knowledge access
- Enhance collaboration across Microsoft 365 environments
- Support faster and more informed business decision making
- Enable secure and governed AI adoption aligned to compliance requirements
- Reduce risks associated with over-sharing, permissions, and uncontrolled AI usage
- Improve user readiness, confidence, and long-term adoption success
- Align AI capabilities to practical business use cases and operational goals



## Business Impact

- Improved efficiency
- Better collaboration
- Faster access to information
- Reduced operational friction
- Controlled AI adoption
- Measurable business outcomes

# Approach

## A Structured Microsoft Copilot Adoption Framework

Using an architect driven approach combines:

- Business discovery
- Microsoft 365 readiness assessment
- Governance and security review
- User enablement
- Pilot planning
- Adoption strategy



## Focus Areas



### Business

- Real business use cases
- Productivity opportunities
- Department adoption scenarios



### Technical

- Licensing and prerequisites
- Identity and access
- SharePoint and Teams readiness



### Governance

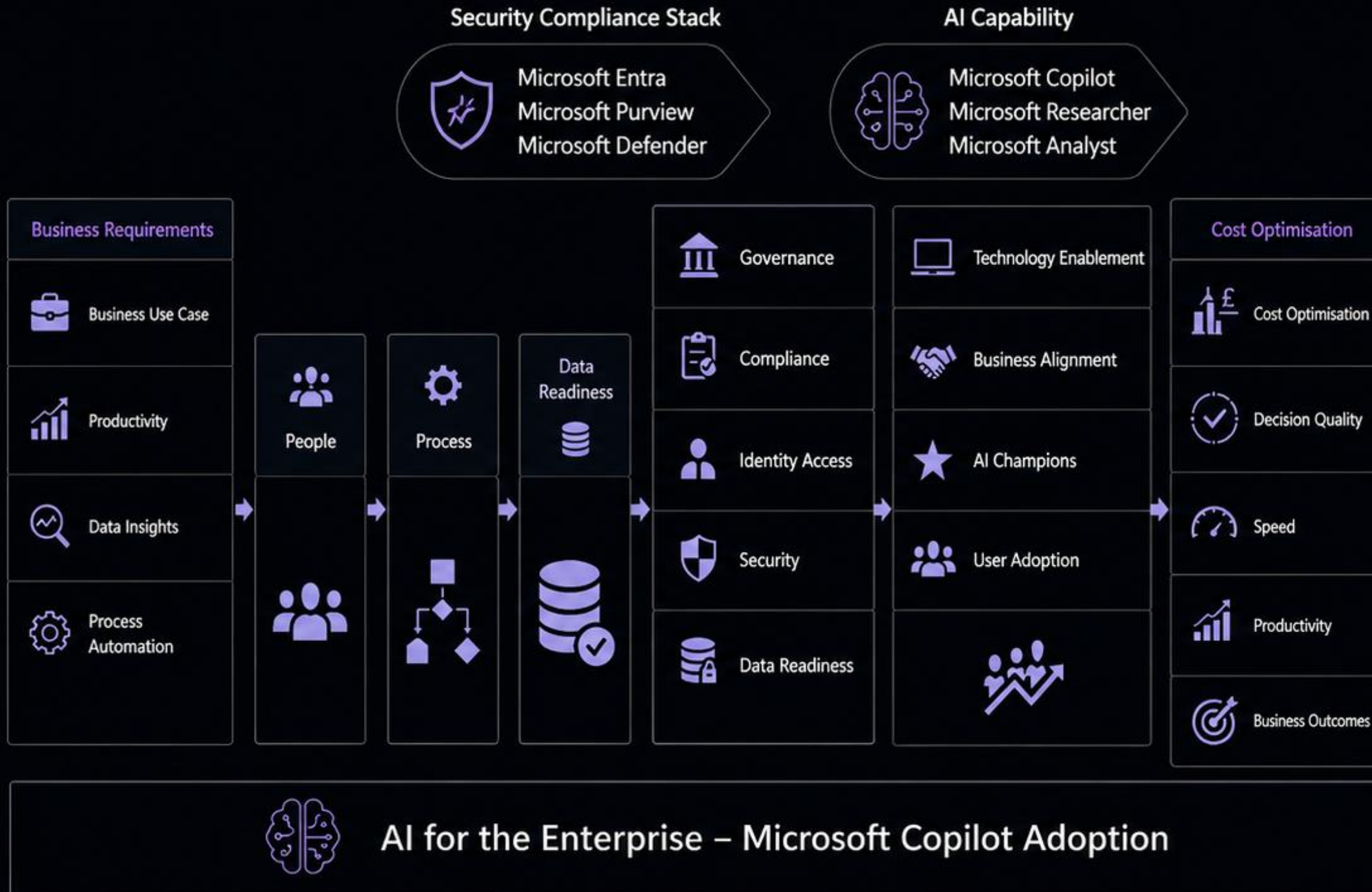
- Permissions and data exposure
- Compliance considerations
- Secure operational rollout



### Adoption

- Prompting guidance
- User readiness
- Change management
- Adoption roadmap

# Enterprise AI Adoption Framework



Using proven enterprise frameworks to successfully adopt **new technology**.

*A journey from use case to business outcome*

# Microsoft Copilot in Microsoft 365


Copilot Works Across Your Existing Microsoft 365 Environment


## Integrated Across

-  Microsoft Teams
-  Outlook
-  Word
-  Excel
-  PowerPoint
-  SharePoint
-  OneDrive

## Business Outcomes

- Reduce repetitive work
- Improve collaboration
- Accelerate content creation
- Surface organisational knowledge
- Improve meeting productivity
- Support faster decision making

 Microsoft Copilot respects existing Microsoft 365 permissions and access controls.






 Are you ready for Copilot? Are you fully prepared?



# Why Governance Matters

Secure and Governed AI Adoption Is Critical  
Copilot can surface existing **organisational data**

Without **governance**, organisations may expose:

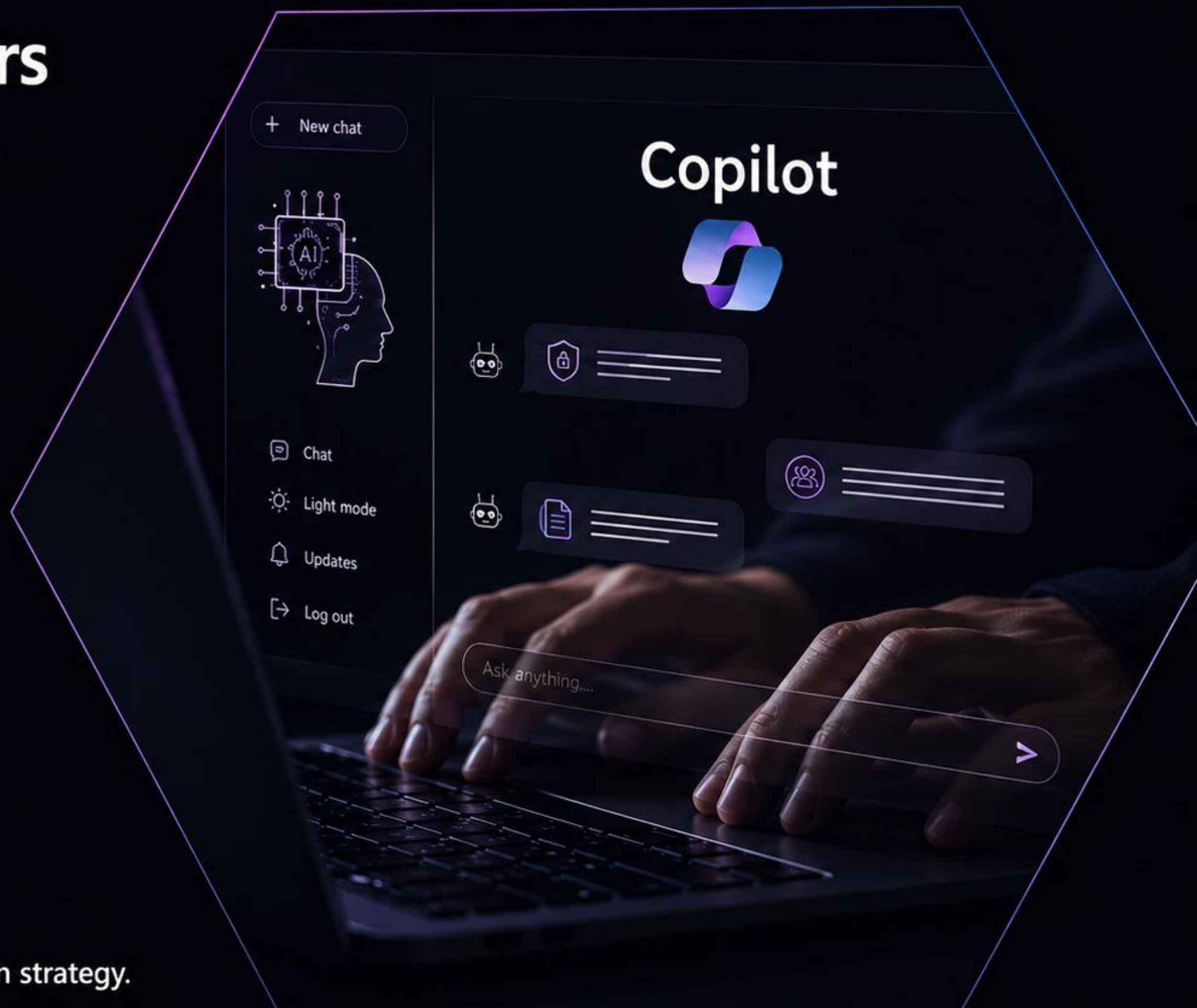
-  Overshared SharePoint content
-  Sensitive documents
-  Legacy permissions
-  Uncontrolled external sharing
-  Poorly governed Teams environments

## Governance Review Areas

- ✓  SharePoint permissions
- ✓  External sharing
- ✓  Sensitivity labels
- ✓  Data lifecycle management
- ✓  Identity and admin access
- ✓  Compliance and retention
- ✓  Information architecture



Plan for a safer and more controlled AI adoption strategy.



# Copilot Readiness Workshop

## Copilot Readiness

- People ✓
- Process ✓
- Technology ✓
- Governance ✓
- Adoption ✓

### Business Discovery

- Business goals
- AI opportunities
- Department use cases

### Governance Assessment

- Permissions
- Data exposure analysis
- Compliance considerations

### Adoption Planning

- Pilot user definition
- Prompting guidance
- Training recommendations
- Adoption roadmap

### Technical Readiness

- Licensing
- Microsoft 365 readiness
- Identity and access

Assess. Prepare. Enable. Succeed.



Assess



Prepare



Enable



Succeed

Prepare for a secure and successful Microsoft Copilot rollout.  
**Focus Areas**

# Copilot Workshop Agenda

## Copilot for a business

- Understanding Microsoft Copilot
- Business value discussion
- AI opportunities across departments
- Using Copilot in Microsoft 365 Apps
- Licensing

## Readiness & Governance

- Planning a Microsoft 365 assessment
- Permissions and data exposure
- Governance considerations

## Business Use Cases & Hands On Labs

- HR, Finance
- Operations & IT
- Leadership workflows
- Creating Agents
- Agents

## Adoption & Pilot Planning

- Prompting best practices
- Pilot user planning
- Adoption roadmap
- Recommendations and next steps

# Copilot Adoption

A planned Approach



# Engagement Options



## Executive AI Briefing

- 2-hour leadership awareness session



## Copilot Readiness Workshop

- Half-day or full-day engagement



## Pilot Enablement Engagement

- Structured pilot rollout support
- Ongoing enablement and optimisation support



## Adoption & Governance Advisory,

- Ongoing enablement and optimisation support

# Engagement Deliverables

## EXAMPLE SERVICES



Copilot readiness assessment



Governance recommendations



Business use case catalogue

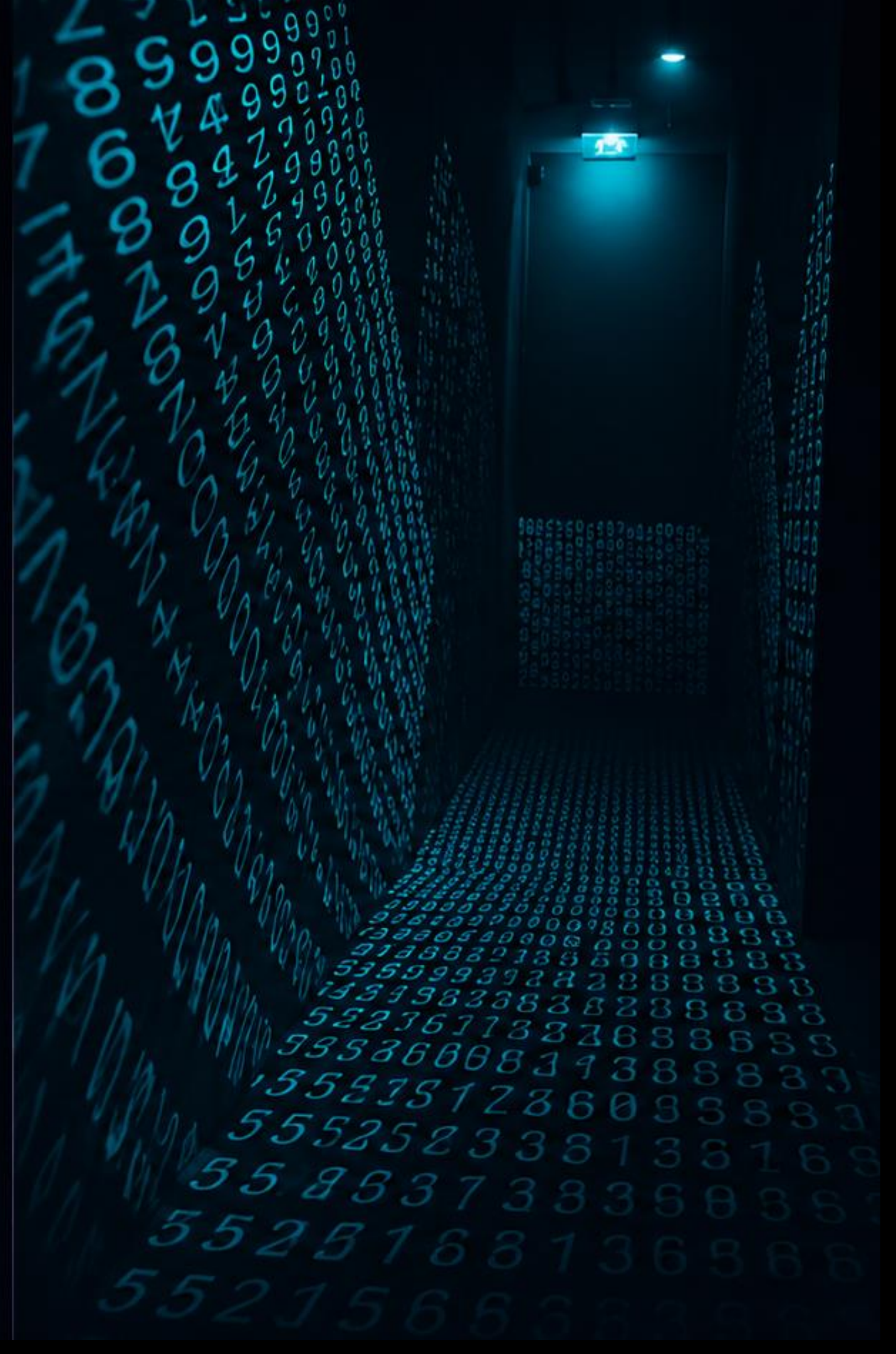


Pilot rollout recommendations



Adoption roadmap

- Executive summary findings
- User enablement recommendations
- Pilot enablement
- Hands-on workshops
- Governance remediation
- Adoption support
- Bespoke training



# Why Work With Me



## Microsoft 365 & AI Adoption Expertise

### EXPERIENCE AREAS

- Microsoft 365 architecture
- Governance and operational readiness
- Copilot adoption strategy
- Enterprise enablement
- Identity and access management
- Technical training and workshops



## Delivery Approach

- Business-focused
- Governance-led
- Practical and hands-on
- Low-risk adoption strategy
- Executive and technical alignment



# Thank You

Helping organisations securely adopt **AI** with **Microsoft 365** to drive productivity, innovation and measurable business value.



Secure



Collaborative



Productive



Intelligent



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