Copilot for Microsoft 365 Readiness Workshop

A three-phase workshop to get your organisation ready to unlock the potential of Microsoft's game-changing generative AI.

From your business decision-makers to technology teams and end users, our workshop spans three meticulously crafted phases to unite your key users in priming your organisation for Copilot for Microsoft 365. Each phase is strategically designed to assess your needs, prioritise Copilot scenarios, pilot test them to a specific group in your organisation, and chart a clear roadmap for seamless integration.

Workshop Benefits

1. Understand Copilot for Microsoft 365's capabilities and benefits to your organisation.
2. Assess your organisation's technical readiness for Copilot.
3. Evaluate your Copilot use cases and personas based on your organisation's unique requirements.
4. Develop a roadmap and overall plan to implement Copilot in your organisation.
5. Roll out Copilot for Microsoft 365 to a select user group for real-world testing.

Who should attend?

This workshop is highly recommended for the leadership team, IT executives, and key line of business leaders from organisations who are either keen to invest in Copilot for Microsoft 365 or explore what it can do for their organisation.

Detailed Workshop Information

Duration: 3 days
Workshop Cost: $6,600 + GST AUD

This three-phase workshop will be conducted remotely via Microsoft Teams over 3 days and will deliver the below. The final report will be delivered a week after the kick-off.

📋 Analyse

This phase focuses on determining the functional areas where Copilot for Microsoft 365 will have the most impact within your organisation.

During this phase, we will:

- Identify key stakeholders.
- Determine the goals and initiatives.
- Define and prioritise use cases.
- Map initiatives to operational value and KPIs.

Timing:

Meeting 1: 60 minutes – workshop kickoff.

Meeting 2: 60 minutes – business scenarios, journey mapping.

🧠 Pilot

This phase is a combination of presentations and demos that will help you explore how to transform your employee experience with artificial intelligence integrated into Microsoft 365. It will assess your current IT infrastructure for AI readiness, set up Copilot according to identified needs and workflows and pilot test it to a select user group in your organisation.

During this phase, we will:

- Discuss Microsoft 365 Copilot Overview and personas.
- Evaluate your software environments and data structures for AI readiness.
- Set up Microsoft 365 Copilot based on prioritised use cases.
- Create tailored training programs.
- Pilot test to a select user group for real-world testing.

Timing:

Meeting 1: 90 minutes – Copilot for Microsoft 365 Overview.

Meeting 2: 90 minutes – assessment.

➤ Roadmap

This phase focuses on building a high-level plan to implement Microsoft 365 Copilot based on your prioritised scenarios and defining the next steps.
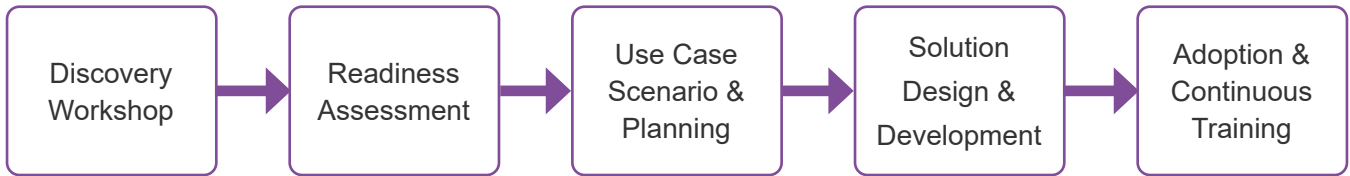
During this session, we will:

- Provide a summary of your prioritised scenarios and tangible benefits from pilot testing Copilot in your organisation.
- Deliver a comprehensive rollout, integration plan, and user adoption strategies for implementing Microsoft 365 Copilot and next steps.

Timing:

90 minutes – report findings and next steps.

Your Copilot Journey with Professional Advantage

Discovery Workshop	→	Readiness Assessment	→	Use Case Scenario & Planning	→	Solution Design & Development	→	Adoption & Continuous Training

Why Professional Advantage?

We are trusted by Australian businesses for their security, IT infrastructure, cloud migrations, content and collaboration, and business process automation needs. We aim to help organisations achieve more with technology by investing in workshops that equip you to stay productive, modern, connected, and protected. We have a team that understands your business needs, having worked with the Australian market for more than 35 years.

Professional Advantage at a glance

- 35+ years in the IT industry.
- 1,000 clients served.
- 9.7 years average client retention.
- 12.8 years average staff retention.

- Tier 1 Microsoft Cloud Service Provider (CSP).
- Strong track record in the not-for-profit, construction, professional services, manufacturing, and logistics industries.

How we help with Generative AI

- Use Case Development.
- Best Fit AI Solution Planning.
- AI Infrastructure

- Readiness Discovery
- Responsible AI Planning.
- AI Solution Development.

- Training and Support.
- Licensing.

Let's talk!

1800 126 499 | pa.com.au | enquiries@pa.com.au

professional
advantage