



ADVISICON

Accelerate • Adapt • Achieve

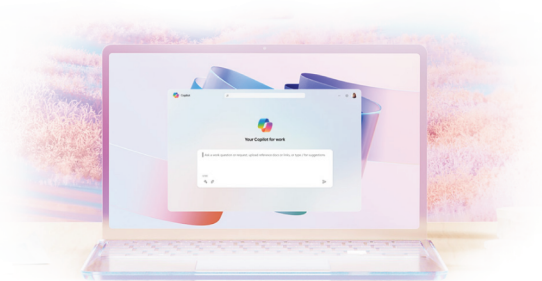
MICROSOFT COPILOT DAR



ABOUT DISCOVERY, ANALYSIS, RECOMMENDATIONS

To achieve optimal results with Copilot 365 within an organization, it's essential to grasp the objectives that both the organization and its stakeholders aim to achieve through its adoption, as well as gauge their internal readiness for embracing this transformation. By aligning these factors, the implementation process can be guided to yield the desired outcomes and maximize the potential of Copilot. In a DAR, we:

- Identify core requirements for implementation
- Develop implementation scope & objectives
- Map technical, governance, security requirements
- Map rollout, training, and end user adoption
- Line out key deliverables, workflow, and reports into an implementation plan



WHY DAR?

Navigating Microsoft's diverse array of Copilot options, tailored to meet various business requirements, poses a challenge. From licensing considerations to internal needs, crafting a realistic implementation plan requires thoughtful alignment across the spectrum. Therefore, we conduct separate Discovery, Analysis, Recommendations (DAR) processes for each business unit to address this complexity effectively and prepare you for smooth implementation.

Ultimately, conducting upfront discovery work with a professional to map out the project saves time, mitigates issues, and reduces expenses in the long term.



Discovery



Analysis



Recommendations



Copilot Implementation

DISCOVERY AND ANALYSIS PROCEDURE

We initiate our process by evaluating the current status of your organization and defining your objectives. This is achieved through a series of workshops, typically spanning one to two days, tailored to align with your team's timetable & preferences. While we have many discovery areas, they fall into four main analysis categories.

Stakeholder Assessment

- ✓ Identity stakeholder roles & expectations
- ✓ Recognize Copilot's benefits, issues, and potential
- ✓ Discover project goals and aspirations

Current State Assessment

- ✓ Identify pain points, challenges, and gaps Copilot can address
- ✓ Evaluate systems, processes, and tools
- ✓ Change capacity and processes

Technical Assessment

- ✓ Infrastructure & network dependencies
- ✓ Cyber and data security needs
- ✓ Design libraries and tools
- ✓ Data compatibility for search

Risk & Adoption Assessment

- ✓ Data location
- ✓ User adoption
- ✓ Integration
- ✓ Data sensitivity



Microsoft
Solutions Partner

PM
Project
Management
Institute.

FINDINGS REPORT

Our report answers a wide range of questions.

Project Scope and Objectives

- What are the implementation goals and expectations?
- What specific features and processes are in target?
- What are the current system architecture's opportunities and challenges?

Project Stakeholders

- Who are the business owners, end-users, and IT team members?
- What are their roles, responsibilities, expectations, and hopes?

Current State

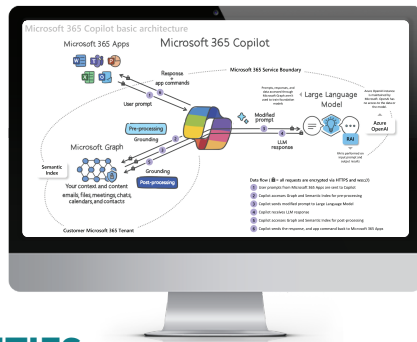
- What are the existing systems, processes, and tools?
- What areas of opportunity can Copilot address?
- What is the business unit's change capacity and process?

Technical Environment

- What is the current infrastructure, network, and security like?
- What templates, images, and content delivery networks are in use?

Risks

- What are the potential risks?
- Are there organizational concerns?



RECOMMENDATION ACTIVITIES

At the end of discovery and analysis, we provide you with a findings report and an implementation project plan. Delivered in a client meeting, this gives organizations valuable insights, a schedule to move forward in a positive direction, and dedicated Q&A time.



A detailed implementation timeline

- ★ Allocations for testing, training, adoption
- ★ Deliverables, resource needs, dependencies
- ★ Risk mitigation strategies

Change management strategy

- ★ Assemble a cross-functional team
- ★ Assign roles & responsibilities

Budget and cost estimation

- ★ Consider implementation costs of licensing, consulting, and training

Governance and support

- ★ Define roles & responsibilities for ongoing operations, support, and maintenance

LOOKING FORWARD

While some clients may be equipped to begin implementation on their own at this point, Advisicon is a full-service provider, offering training, implementation, development services, and much more. We work with you to ensure we deliver on time, on budget, and exactly as promised.



KEY COPILOT DAR BENEFITS

CLARITY & ALIGNMENT

Get everyone on the same page with the objectives of implementing AI, fostering better communication and buy-in across all levels.

SCOPE DEFINITION

Define what you aim to achieve—clarity helps in setting realistic goals and expectations, helping implementation stay focused and effective.

FIND PAIN POINTS & GAPS

Reveal existing challenges & limitations in your systems and processes, enabling you to pinpoint specific pain points that AI can address.

RISK MITIGATION

Identify potential risks upfront, hiring an minimizing the likelihood of disruptions during implementation.

BETTER DECISION-MAKING

A findings report provides a comprehensive overview with key data points, empowering leaders to make informed choices.

ACTIONABLE RECOMMENDATIONS

Develop an implementation plan, allocate resources effectively, devise risk mitigation strategies, and establish a feasible change management plan.