



Create tomorrow

# Deploy Microsoft 365 Copilot

Your Guide to a Smoother, More Productive Microsoft 365 Experience

## Unlock the Full Potential of Copilot

Microsoft's AI assistant, Microsoft 365 Copilot, stands as your trusted partner in achieving unparalleled efficiency and time-saving capabilities within the Microsoft 365 ecosystem. Seamlessly integrating with your daily tools, Copilot becomes your guiding force across an array of tasks, from capturing meeting notes in Teams to simplifying lengthy documents and crafting captivating PowerPoint presentations. By infusing your familiar tools with cutting-edge capabilities, Copilot paves the way to a state of unmatched productivity.

## What's Included in a Copilot Deployment?



**Adoption & Change Management:** Our experts will guide you in crafting a tailored strategy to encourage adoption and manage the transition effectively.



**Strategic Messaging:** Crafting compelling communication that resonates with your team and stakeholders.



**Stakeholder Identification:** Identifying key individuals and teams crucial to the success of your Copilot journey.



**Champion Activation:** Empowering your internal champions to lead and inspire their teams.



**License Allocation:** Efficiently distribute licenses to the right users, ensuring optimal usage.



**Enablement Sessions:** Interactive workshops showcasing potential Copilot use cases and strategies.



**ADKAR Methodology:** We employ the renowned ADKAR methodology for adoption and change management, ensuring a structured, effective transition.



**Dedicated Project Manager:** Your journey is overseen by a dedicated project manager, guaranteeing a smooth rollout.



**Post-Deployment Support:** Our commitment extends beyond deployment with ongoing support for a seamless Copilot experience.

## The Benefits

### Enhanced Content Quality

Copilot acts as a virtual writing assistant, offering real-time suggestions for grammar, style, and phrasing, ensuring high-quality content creation.

### Effortless Collaboration

Integrated into Microsoft Teams, Copilot automates tasks like note-taking and action item tracking, enhancing collaboration during virtual meetings and reducing administrative overhead.

### Personalized Support

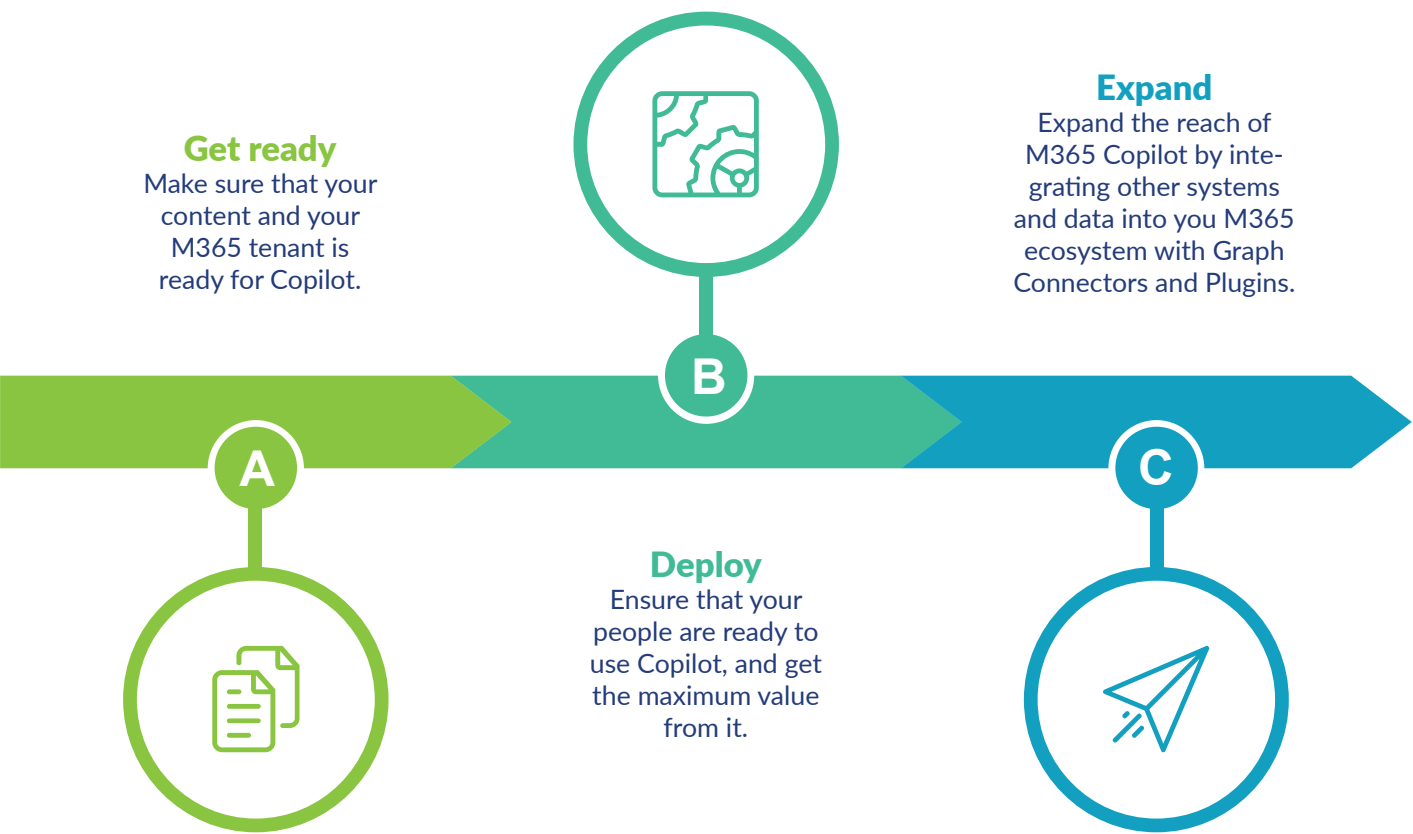
Copilot adapts to user preferences and behaviours, offering tailored recommendations to enhance productivity and the overall user experience.

### Data Insights Made Simple

Copilot's data analysis and visualization capabilities empower users to extract meaningful insights, presenting data in a clear and actionable manner for informed decision-making.

# Unlock the Full Potential of Microsoft 365 with Mint Group

With a projected 2-week engagement, we're poised to turn your investment in Microsoft 365 Copilot into a catalyst for productivity and innovation. Get ready for a transformative journey!



## Pricing - Get Ready for Copilot

Service / Output	Total Cost
Stakeholder Identification Workshop and Mapping to User Profile Roles & Licensing (Max 10 Profiles)	
Communication and Awareness Plan	
Awareness Campaign Content (6 campaign artefacts used across various communication platforms)	
Virtual 30 minute awareness and information "Coffee Sessions" (2 with a maximum of 100 attendees per session)	
Prompt Generation Workshop Sessions 2 x 30min	<b>2-week engagement</b>
How-to Training Videos (6 x 2 min Video)	<b>\$11,200</b>
Quick Reference Guide (1x How to get the Maximum benefit from Co-Pilot)	
Reinforcement Initiatives (2xpm for 3 months)	
Project Management, Governance and Quality Assurance	

### Assumptions and Exclusions

1. Stakeholder Groups Identified across the organisation. Profile mapping, up to 25 profiles
2. The campaign will be conducted in a single timezone/region, but may be repeated or extended to additional timezones. Cost can be requested
3. All workshops, meetings and campaigns will be conducted virtually via MS Teams
4. The above content and sessions will be conducted in English, in a single region/timezone only. Should other languages or regions/timezones be required, additional costs will apply.
5. No handouts or marketing collateral will be provided. Should the organisation require artwork for any physical marketing of the solution, the artwork can be provided at an additional cost.