


















AI for Everyone M365 Copilot

M365 Copilot Offer

Microsoft Copilots

Copilots	Services	Copilot for...
Copilot for Bing and Edge	 	Web
Windows Copilot		Everyday
M365 Copilot	      	Productivity
Dynamics Copilot		Business
Fabric Copilot		Analytics
Security Copilot		Security
GitHub Copilot		Development
Power Platform Copilot		Low/No code Development

M365 Pricing

How does the pricing really work?



M365 Plans
comparison

M365 Plans	Microsoft 365 E3 (no Teams) \$33.75 user/month (Annual commitment)	Microsoft 365 E5 (no Teams) \$54.75 user/month (Annual commitment)	Microsoft 365 F3 \$8.00 user/month (Annual commitment)
	+		
Microsoft Teams Add-on	Microsoft Teams Enterprise \$5.25 user/month (Annual subscription)		Microsoft Teams Limited functionality included in base price
	+		
M365 Copilot Add-on	Copilot for Microsoft 365* \$30.00 user/month (Annual subscription)		Copilot for Microsoft 365 Not available
	* Available as add-on with Microsoft 365 E3, E5, A3, A5, Business Premium, and Business Standard, as well as Office 365 E3 and E5. See attached M365 plans comparison		
Annual spend	=		
	E3 without Copilot \$468 + Copilot \$360 \$828.00 user/yr*	E5 without Copilot \$720 + Copilot \$360 \$1080.00 user/yr*	

* MSP for M365 (including Sharepoint) ~\$250 user/yr remains as-is and is not shown in the total above



AI for Everyone



Our M365 Copilot offers





- **Assess**
A consulting engagement to define, roadmap a purposeful Copilot journey to supersize productivity gains with measurable outcomes and a ROI plan
- **Adopt and Secure**
Adopt, Secure and Scale copilot usage with well defined personas, their day-to-day workflows and supporting Copilot prompt foundry to ensure adoption and stickiness to amplify the productivity gains
- **Amplify**
Extensibility services to integrate and harness your enterprise data with M365 Copilot for a unified experience across productivity apps and custom Copilots
- **Value Realization**
Managed services to ensure continued Copilot usage, CoE to build and enhance an evergreen Prompt foundry that evolves with Personas and their workflows. Governance to measure and amplify Copilot usage



Productivity Amplified
M365 Copilot

AI for Everyone: Our M365 copilot offers

Covering the entire lifecycle activities

	Offer description	What does Microsoft offer	What we add
 Ideate	Copilot fitment, Baseline security, Business case, Value Proposition, Acquisition and baseline Implementation of Copilot licenses		<ul style="list-style-type: none"> Assessment, Business case, Proof of Value Copilot fitment Baseline M365 Tenant Security Initial implementation and Rollout
 Adopt and Secure	Persona based workflow use cases. Reusable prompt foundry to scale and amplify productivity gains. Measure and report usage and stickiness. Mitigate data leakage risk, unstructured data sprawl and enforce compliance with our Zero-Trust framework-based security policies and controls	<ul style="list-style-type: none"> Self-help implementation guides Generic non-reusable, non-specific prompt examples Out of box AD integration 	<ul style="list-style-type: none"> Persona and workflow-based copilot use cases Workflow based Prompt foundry Training Define and report Copilot usage and stickiness Metrics, KPIs Zero trust framework Role based access control across M365 estate Data classification, File tagging Security controls to enforce compliance
 Amplify	Extend the M365 Copilot to other enterprise data sources ex. Finance, Sales, ERP, etc. for user delight	<ul style="list-style-type: none"> Copilot Studio Azure AI studio Minimal tracking capabilities 	<ul style="list-style-type: none"> Integration with non M365 data sources Extend Copilot power to Finance, Sales, ERP etc. Create custom copilots using Copilot Studio Help create a business case for extension Curate and prioritize, manage the backlog Customized as per the need
 Value Realization	To establish governance around Copilot usage, its efficacy /productivity gains realized (Stickiness). And Managed services to administer and operate M365 estate	<ul style="list-style-type: none"> Standard metrics as provided through admin portals Reactive governance 	<ul style="list-style-type: none"> Define and report Copilot usage and stickiness Metrics, KPIs CoE to create new use cases, evergreen Prompt foundry Measure and report Productivity Gains, outcomes achieved with Copilot adoption Managed services for Copilot operations

Use Case: Generate weekly project health status report

A Project Manager persona for service industry enabled with our Adopt & Secure, and/or Amplify offers

Benefits

~1.2 hours per week

Areas of investment: Strategic insights

Faster analysis and delivery

Monday, 7:00 am

Will has to prepare a weekly health report on Project "Admiral" to present at stakeholders' governance meeting. Acme IT has enabled M365 copilot for Will, giving Will ability to generate reports in Teams Chat



Copilot in Teams

Create last week's Project Admiral health status report from Azure DevOps

Saved ~10 mins

Thursday 8:00am

Will drafts a cover note in an email for the stakeholders and sends the presentation to stakeholders for the governance meeting



Copilot in Outlook

Draft an email to stakeholders with a crisp and concise summary of reasons for the delay in project admiral and the remediation steps take to get project back on track. Attach the Weekly project status report

Saved ~15 mins

Monday, 8:00 am

Will imports the report in Word, uses copilot to analyze the report to identify deviation to project timeline and task defaulters. Sends the report in outlook to his team asking defaulters to update status



Copilot in Word

Summarize the project report. **Analyze** and identify any delays to project timeline, identify the team members who have not completed tasks on time



Copilot in Outlook

Draft an email to project admiral team reminding them of the importance of on-time and within-budget delivery of the project. Asking them to update the status.

Saved ~15 mins

Thursday 7:30 am

Will creates a summary of discussions during daily standup calls over last 4 days on reasons for delays, remediation actions to get the project back on track



Copilot in Teams

Summarize the Daily standup call transcripts over last 4 days, Action items completed



Copilot in PowerPoint

Create a presentation of Project Admiral report and include Summary of actions taken from Teams copilot

Saved ~20 mins

Monday, 9:00 am

Will prepares a preliminary weekly report for his Manager to give him a heads up on potential slippage in project and his remediation steps and plan to get the project back on track



Copilot in OneNote

Summarize my notes on remediation steps



Copilot in PowerPoint

Create a presentation summarizing the project report and the remediation steps he ideated in OneNote

Saved ~20 mins

Thursday 07:00 am

In preparation for the Governance meeting later in the day, Will generates an updated project report.



Copilot in Teams



Azure DevOps

Create last week's Project Admiral health status report from Azure DevOps.

























Saved ~10 mins

Will
is a Project Manager at
Acme, a professional
services company

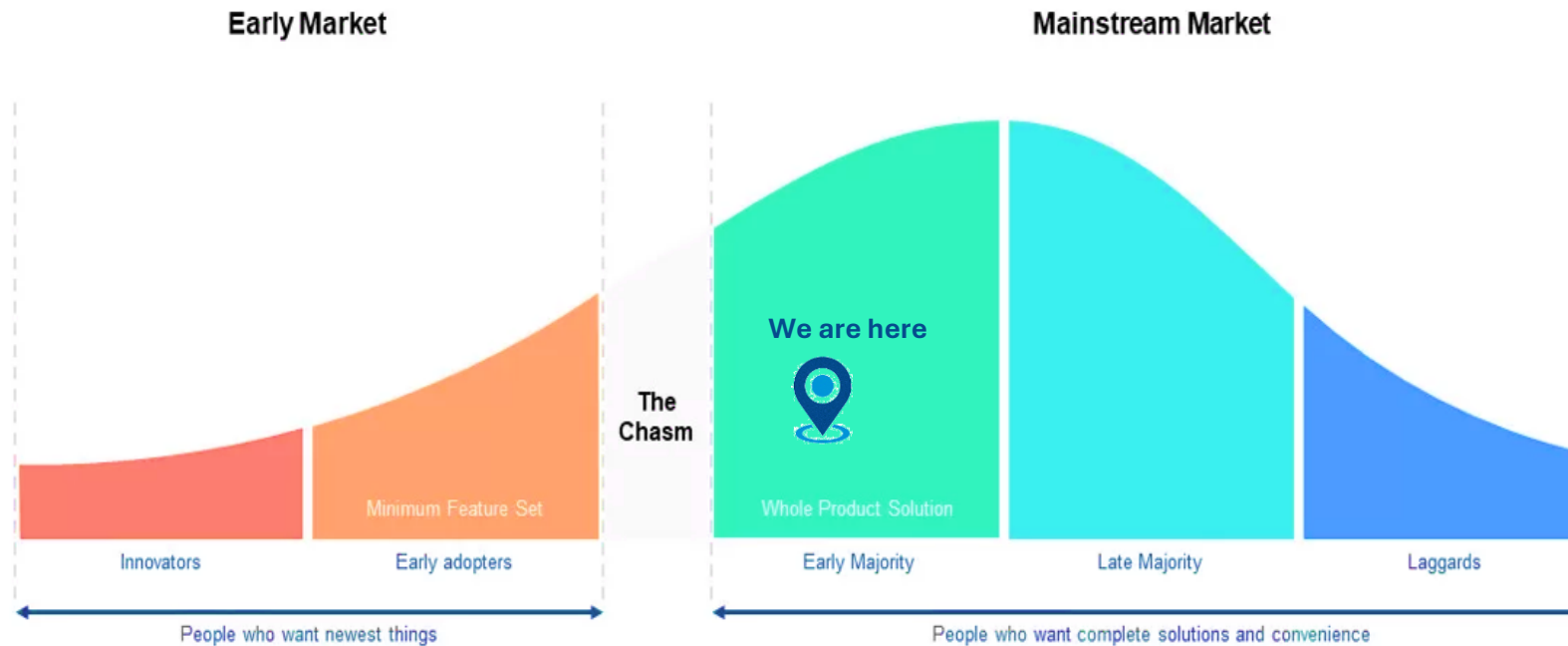


Our M365 Copilot offers

Deal cycle, Deal economics and Indicative TAL

	Typical deal cycle	Deal Economics	Sample/Indicative TAL* * MSFT Propensity intersect	Wave 1 selection & current heat map
 Assess	<ul style="list-style-type: none"> Deal capture cycle: 2 to 4 weeks after customer has purchased the copilot seats Revenue realization cycle: Full deal value realized within 3 months 	\$50K to \$250K	  Jefferies	<ul style="list-style-type: none"> Non-strategics, Non-majors of MSFT. 500+ seat potentials. Wave 1 focus TBD. Factory discussions TBD 
 Adopt & Secure	<ul style="list-style-type: none"> Deal capture cycle: 8 to 12 weeks after customer has purchased the copilot seats Revenue realization cycle: Full deal value realized within 3-8 months 	\$225K to \$750K	     	<ul style="list-style-type: none"> No incumbent Global SI. Focus: CSP clients, internal IT, Tier III companies. 5K+ seat potential 
 Amplify	<ul style="list-style-type: none"> Deal capture cycle: 4 to 12 weeks after customer has enabled Copilot Revenue realization cycle: Full deal value realized within 3-6 months 	\$75K to \$500K	   	<ul style="list-style-type: none"> Custom copilot scenarios "Search & Display" apps in existing AMS/IMS 
 Value Realization	<ul style="list-style-type: none"> Deal capture cycle: 4-16 weeks after "Adopt & Secure" Revenue realization cycle: Full deal value realized within 1-3 Years 	\$250K to \$1M+	   	<ul style="list-style-type: none"> Most clients have not reached this stage yet. So reactive focus. Whoever gets Enable & Secure will retain this 

M365 Copilot adoption curve



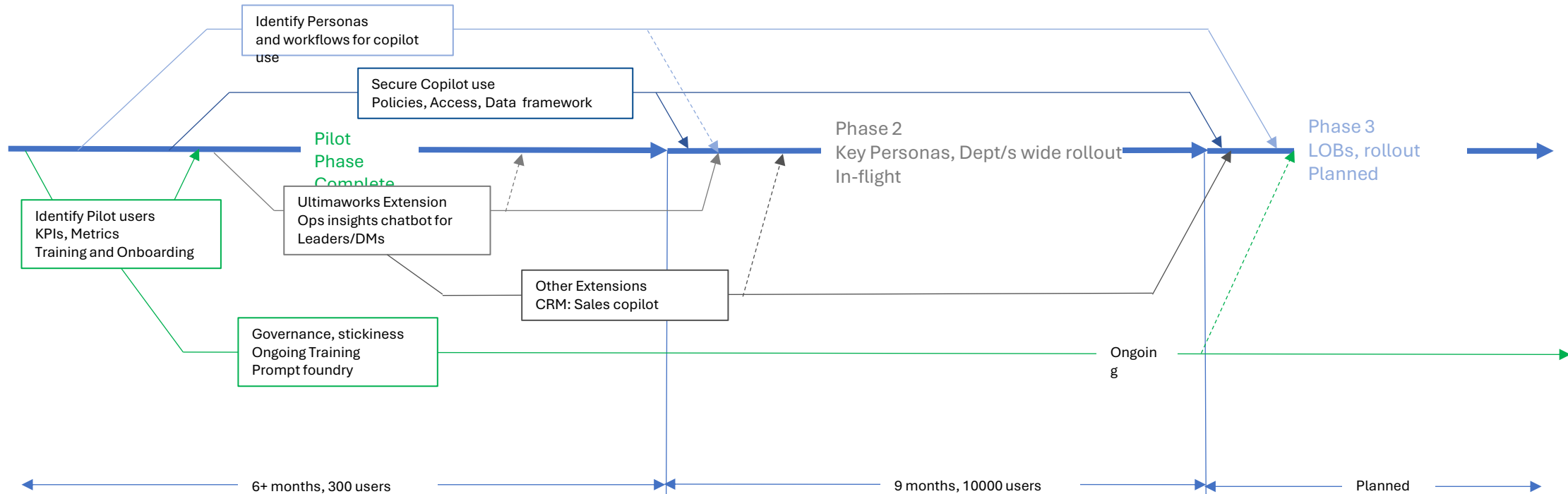
Microsoft Internal

- Microsoft has been able to “sell” M365 Copilot seats beyond the initial 300 EAP in their Strategic, Majors and Enterprise accounts/partners either through initial euphoria, relationship or coercion
- Therefore, Microsoft believes this copilot as a product has moved beyond early adopter stage and ready to enter early majority (End of “The Chasm”)
- However, Microsoft is yet to demonstrate real value on Copilot in these accounts
- In their internal SWOT the #1 identified “Threat” for them is a significant drop in the renewal of these seats**

Sample data M365 Copilot seats sold

FY25 Microsoft's #1 partner priorities is called Drive Business Transformation with Copilot

LTIMindtree's M365 Copilot journey



Lessons learnt

- Choice of Pilot users - very important
All Executives in pilot phase is a poor choice – stickiness is a challenge
- Prioritize foundational skills during pilot phase to ease users in and gain mindshare
- Select heavy Teams, Excel and PPT users
- Define KPIs and Metrics early to measure success
Stickiness is a key metric
- Choose a good pilot users' size, 300 was low for LTIM

- Users struggle with prompts, Add robust training and encourage users to collaborate.
- Creating a Prompt foundry for personas, workflows helps significantly in adoption and continuous use
- Extending copilot to other Enterprise data creates avenues for further productivity gains and user delight
- Zero trust Architecture, RBAC, Data classification MUST be adopted for secure copilot use

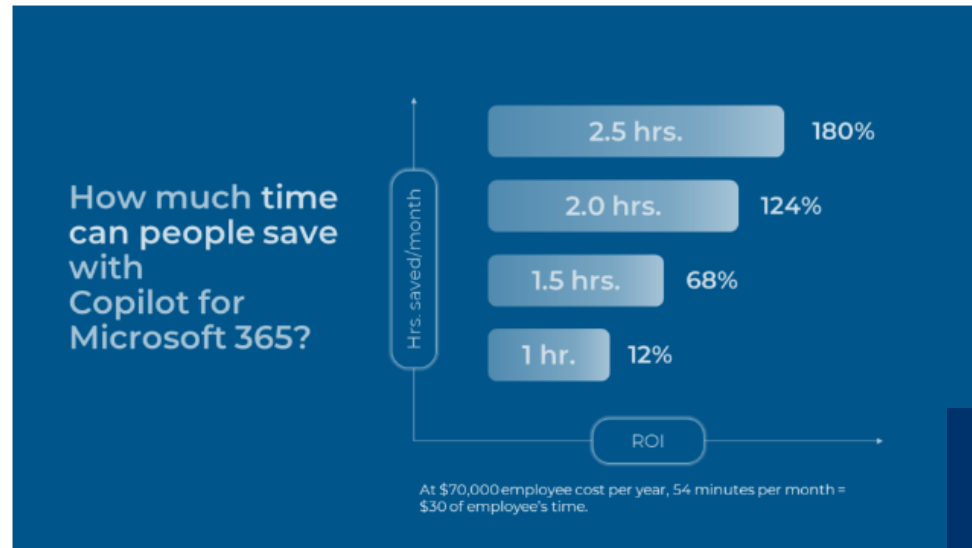


Thank You

ROI, Throughput,
Productivity gains

Task-based: Foundational

Productivity improvement in individual tasks



Are the Time Savings Realistic?

Research from Boston Consulting Group (BCG) and Harvard, the experience of the early adopters of Copilot for M365 - the answer is a resounding yes. Using Generative AI daily at work, the [Boston Consulting Group and Harvard found](#): Consultants working at BCG (7% of the workforce) completed a range of tasks more often, more quickly, and at a higher quality than those who did not use AI.

They completed **12.2% more tasks** on average and completed the tasks **25% quicker**.

The end work product was **40% higher in quality** when compared to the control group that did not have access to generative AI.

Early adopters of Copilot for M365 (internal Microsoft employees across Sales, IT, HR, Engineering and Marketing) report:

- 87% are more productive
- 79% focus on more important work
- 81% spend less time searching for information
- 1 in 3 had more than 30 minutes in time savings per day

Teams Meeting recap – example



- 5 minutes saved per meeting to recap
- 2 meetings/day, 40/month
- 200 minutes saved /month
- 120% ROI

ROI Calculator for Copilot for Microsoft 365

Inputs

Annual Cost of Employee	\$70,000
Monthly Cost of Employee	\$5,833
Weekly Cost of Employee	\$1,346
Hourly Cost of Employee	\$33.65
Monthly Cost of Copilot	\$30

ROI Calculations

Time-Saved	ROI	Calculation
1 hour	12%	$(\$33.65 - \$30)/\$30$
1.5 hours	68%	$[(\$33.65 \times 1.5) - \$30]/\$30$
2 hours	124%	$[(\$33.65 \times 2) - \$30]/\$30$
2.5 hours	180%	$[(\$33.65 \times 2.5) - \$30]/\$30$

Persona-based: e2e workflows

A day in the life of a Corporate Legal Analyst using M365 Copilot

Benefits

⌚ ~1.2 hours per week

🔄 Areas of investment: Strategic insights

★ Faster analysis and delivery

7:00 am

Amanda needs insights from industry analyst coverage provided in email newsletters heading into the day and uses the Outlook mobile application to get ahead on the train ride to the office.

 Copilot in Outlook

Summarize in Outlook Mobile with one click.

⌚ Saved ~5 mins

4:00 pm

Amanda uses Copilot to generate an update for the team that summarizing the day's progress and current project status.

 Copilot

Draft a message to my team with the current status [items opened/items outstanding/items closed] of Fabrikam Premium for AI based upon the emails and Teams messages received in the last 24 hours.

⌚ Saved ~5 mins

8:00 am

Amanda uses Copilot to catch up on the status of a project with teammates who start their day six hours ahead of her local time.

 Copilot

Summarize the recent emails regarding "Fabrikam Premium for AI." Flag any where I am specifically mentioned highlighting any action items requested of me.

⌚ Saved ~5 mins

2:00 pm

Amanda attends a client meeting on an upcoming product release and uses OneNote to turn her notes into an action focused memorandum for her teammates.


 Copilot in OneNote

Clean up my meeting notes and produce a memo for my team. Flag action items noted for follow up and note any person who should engage.

⌚ Saved ~5 mins

9:00 am

Amanda needs to generate training materials for client meetings to prepare them for the risks of a new product business space and wants some ideas to get started.

 Copilot in PowerPoint

Create a slide summarizing the arguments made by the US Department of Justice against Adatum Technologies in its antitrust case.

⌚ Saved ~12 mins

11:00 am

Amanda must analyze the terms of a new regulation to understand how it impacts what the company can charge its customers for its new cloud services.

 Copilot in Word

What limitations does the regulation in this document create that might limit my ability to charge customers fees for cloud services? Provide references to specific elements of the document describing these limitations.

⌚ Saved ~10 mins

ROI
Calculator

Assuming Amanda follows this routine twice a week

Time saved per month in above ex.	336 minutes or ~5.6 Hrs
In House Legal Counsel hourly wages	\$79
Monthly cost of Copilot	\$30

Time Saved	Calculation	ROI
5.6 Hrs	$(\$79 * 5.6\text{Hrs}) - \$30 / \$30$	1348%



Enterprise Level

Increase in net revenue
up to 2.9%

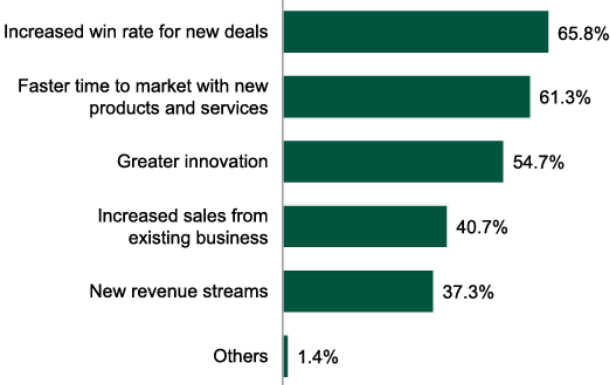
Three-year increase in net income due to
increased revenues and decreased costs
up to 7.6%

Projected return on investment
(ROI)
up to 450%

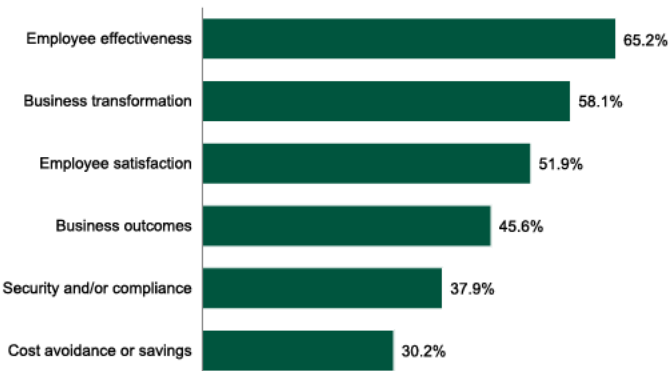
Acceleration in new-hire
onboarding time
up to 30%

Reduction in total expenditures
up to 0.7%

“Have you seen/do you expect to experience any of the following business outcomes as a result of using Microsoft 365 Copilot?”



“What areas of outcomes have you seen/do you expect to benefit most from Microsoft 365 Copilot?”



Sample Persona, workflows and Prompt library

A Project Manager persona for service industry

How our M365 Copilot services maps the processes and workflows, enabling him with a prompt library to jumpstart Copilot adoption

Will
is a Project Manager at
Acme, a professional
services company



Breakdown of Project Management Lifecycle

Here's a rough breakdown of how the total project management effort might be distributed across the different phases:

1. Initiation and Planning:

1. **Time Allocation:** 20-30%
2. **Activities:** Defining project scope, stakeholder identification, developing project plans, budgeting, risk management.

2. Execution:

1. **Time Allocation:** 50-60%
2. **Activities:** Task coordination, team management, resource allocation, communication management, quality assurance.

3. Monitoring and Controlling:

1. **Time Allocation:** 10-20%
2. **Activities:** Progress tracking, performance reporting, issue resolution, change management, budget control.

4. Closing:

1. **Time Allocation:** 5-10%
2. **Activities:** Project evaluation, client handoff, documentation, post-project review, team debriefing.

Applying This to a Real-World Scenario

For example, in a project that requires **1,000** total hours of project management effort:

- **Initiation and Planning:** 200-300 hours.
- **Execution:** 500-600 hours.
- **Monitoring and Controlling:** 100-200 hours.
- **Project Closing Activities:** 50-100 hours.

Project Manager Activity Life Cycle | Project Initiation and Planning (20-30% of 1000 hours)

Available with:

Scenario level:

KPIs impacted

✓ Planning Accuracy

Time Savings of 30-50 %

Value benefit

✓ Project timelines

✓ Resource Estimates

1. Define Project Scope

Without Copilot 40-60 hours

With Copilot 20-30 hours

Saving of
20 – 30 hours

Leverage Microsoft Copilot to summarize all requirements and related data to build the framework for the project. Establish the objectives, deliverables, and boundaries of the project

Word Copilot: Assists in drafting reports, documents, and other deliverables with AI-driven content suggestions and formatting.

Excel Copilot: Automates data analysis, calculations, and report generation.

Copilot: Streamlines collaboration and document sharing, reducing the time required for iterative work.

2. Stakeholder Identification and Management

Without Copilot 20-30 hours

With Copilot 10-15 hours

Saving of
10 – 150 hours

Identify all stakeholders and determine their needs and expectations.

Excel Copilot: Automates stakeholder analysis by generating and prioritizing stakeholder lists based on project data.

PowerPoint Copilot: Quickly creates stakeholder presentations with AI-driven insights.

3. Develop Project Plan

Without Copilot 80-100 hours

With Copilot 40-50 hours

Saving of
40 – 50 hours

Create a detailed project plan including timelines, resources, and milestones.

Excel Copilot: Automates the creation of detailed project timelines, task dependencies, and resource allocations.

PowerPoint Copilot: Creates visual project plans and schedules for presentations with ease.

5. Risk Management

Without Copilot 20-40 hours

With Copilot 10-25 hours

Saving of
10 - 20 hours

Use Copilot in Whiteboard to capture a list of possible risks and categorize all the items at the end of the session. Identify potential risks and develop mitigation strategies.

Excel Copilot: Automates risk assessment matrices and mitigation plans.

Whiteboard : Capture risk during brainstorming session

4. Budgeting:

Without Copilot 20-30 hours

With Copilot 10-15 hours

Saving of
10 - 15 hours

Estimate costs and develop a budget for the project.

Excel Copilot: Automates budget calculations, forecasts, and scenario analysis using historical data.



Project Initiations – Key prompts

Key Operational Prompts

1. [Project Charter Creation](#)
 - What are the key elements of the project charter?
 - How will the project charter be communicated to stakeholders?
2. [Stakeholder Identification](#)
 - Who are the key stakeholders and what are their roles?
 - How will stakeholder expectations be managed?
3. [Initial Risk Assessment](#)
 - What are the potential risks at the start of the project?
 - What mitigation strategies can be put in place early on?
4. [Budget Estimation](#)
 - What is the initial budget estimate for the project?
 - How will budget constraints be managed?
5. [Team Formation](#)
 - Who will be part of the project team?
 - What roles and responsibilities will each team member have?

Key Tactical Prompts

1. [Project Charter Detailing](#)
 - What specific details need to be included in the project charter?
 - How will you ensure that the project charter is approved by all key stakeholders?
2. [Stakeholder Mapping](#)
 - Who are the primary and secondary stakeholders?
 - What are their interests and how will you manage their expectations?
3. [Initial Risk Mitigation](#)
 - What immediate actions can be taken to mitigate identified risks?
 - How will you track and report on risk mitigation efforts?
4. [Team Roles and Responsibilities](#)
 - What are the specific roles and responsibilities of each team member?
 - How will you ensure that team members understand their roles and are equipped to perform them?
5. [Communication Channels](#)
 - What communication channels will be used for different types of information?
 - How will you ensure that communication is clear, timely, and effective?

Key Strategic Prompts

1. [Project Feasibility](#)
 - Is the project feasible within the given constraints?
 - What is the expected return on investment (ROI)?
2. [Project Charter](#)
 - What are the key components of the project charter?
 - How will the project charter iterative follow ups be approved by stakeholders?
3. [Project Timeline](#)
 - What are the major milestones and deadlines?
 - How will the project timeline be monitored and adjusted?
4. [Methodology Selection](#)
 - Which project management methodology (Agile, Waterfall, Hybrid) will be used?
 - Why is this methodology the best fit for this project?
5. [Team Formation](#)
 - Who will be part of the project team?
 - What roles and responsibilities will each team member have?

Project Planning – Key prompts

Project Manager's Decision Making

Key Operational Prompts

1. **Task Breakdown**
 - What are the specific tasks required to complete each deliverable?
 - How will tasks be assigned to team members?
2. **Timeline Development**
 - What are the key milestones and deadlines?
 - How will the project schedule be monitored and adjusted?
3. **Resource Scheduling**
 - How will resources be allocated and scheduled?
 - Are there any potential resource conflicts or bottlenecks?
4. **Communication Plan**
 - What communication methods will be used to keep stakeholders informed?
 - How frequently will updates be provided?
5. **Quality Assurance**
 - What quality standards must be met?
 - How will quality be measured and ensured throughout the project?

Key Tactical Prompts

1. **Task Prioritization**
 - Which tasks are critical to the project's success and need to be prioritized?
 - How will you sequence tasks to optimize workflow and resource utilization?
2. **Resource Allocation**
 - How will you allocate resources to ensure all tasks are adequately supported?
 - Are there any resource constraints that need immediate attention?
3. **Risk Identification**
 - What are the specific risks associated with each task?
 - How will you document and communicate these risks to the team?
4. **Stakeholder Communication**
 - What are the key messages to communicate to stakeholders at this stage?
 - How will you ensure that stakeholder feedback is incorporated into the planning process?
5. **Budget Detailing**
 - What are the detailed cost estimates for each task?
 - How will you monitor and control costs to stay within budget?

Key Strategic Prompts

1. **Project Scope and Objectives**
 - What are the specific goals and deliverables of this project?
 - How does this project align with the organization's strategic objectives?
2. **Resource Allocation**
 - What resources (human, financial, technological) are required?
 - Are there any constraints or limitations on resources?
3. **Risk Management**
 - What are the potential risks and how can they be mitigated?
 - What is the contingency plan for high-impact risks?
4. **Stakeholder Engagement**
 - Who are the key stakeholders and what are their expectations?
 - How will communication be managed with stakeholders?
5. **Budget and Cost Management**
 - What is the estimated budget for the project?
 - How will costs be tracked and controlled?

Project Manager Activity Life Cycle | Project Execution(50-60% of 1000 hours)

Available with:

Scenario level:

KPIs impacted

✓ Task Completion Rate

Time Savings of 34-46 %

Value benefit

✓ Higher resource utilization

✓ Reducing project delays

1. Delivering the Actual Work

Without Copilot 200-240 hours

Saving of 20 hours

With Copilot 180-220 hours

Assemble and manage the project team, assign tasks, and ensure effective collaboration.

- Word Copilot:** Assists in drafting and refining project scope documents using AI-driven suggestions and templates.
- Copilot:** Helps streamline collaboration and review processes, reducing time spent on revisions.
- Excel Copilot:** Automates data analysis, calculations, and report generation.

2. Resource Allocation

Without Copilot 60-80 hours

Saving of 30 hours

With Copilot 30-50 hours

Ensure that resources (human, financial, and material) are allocated effectively and efficiently.

- Excel Copilot:** Automates resource allocation and utilization tracking with AI-driven suggestions based on project.
- Copilot:** Streamlines resource assignment and monitoring, integrating with other tools to provide real-time updates

3. Task Coordination

Without Copilot 100-120 hours

Saving of 50 – 70 hours

With Copilot 50-70 hours

Oversee the execution of tasks and ensure they are completed on time.

- Excel Copilot:** Automates task tracking, scheduling, and dependencies management.
- PowerPoint Copilot:** Quickly generates progress presentations and updates for team meetings.
- Copilot:** Integrates with project management tools to automate notifications, reminders, and task assignments.

5. Quality Assurance

Without Copilot 80-100 hours

Saving of 30 hours

With Copilot 50-70 hours

Implement processes to ensure that project deliverables meet the required quality standards.

- Excel Copilot:** Automates quality checks and tracking, using AI to identify potential issues based on past data.
- Word Copilot:** Assists in creating quality assurance reports and documentation.
- Copilot:** Streamlines collaboration between quality teams, integrating feedback and version control into the process.

4. Communication Management

Without Copilot 60-80 hours

Saving of 30 hours

With Copilot 30-50 hours

Maintain clear and continuous communication with stakeholders, team members, and clients.

- Word Copilot:** Assists in drafting emails, reports, and communication documents with AI-driven content.
- PowerPoint Copilot:** Creates polished presentations for stakeholder updates with AI-driven content and design suggestions.
- Copilot:** Automates meeting scheduling, follow-up tasks, and communication logs.



Project Execution – Key prompts

Project Manager's Decision Making

Key Operational Prompts

1. Task Management

- What are the top priorities for today?
- Provide a status update on all ongoing tasks.
- What are the upcoming deadlines for this week?

2. Issue Resolution

- List all current issues and their status.
- What are the proposed solutions for the critical issues?
- Who is responsible for resolving each issue?

3. Resource Allocation

- How are our resources currently allocated across tasks?
- Do we need to reassign any resources to meet deadlines?
- What is the current workload distribution among team members?

Key Tactical Prompts

1. Risk Management

- Identify any potential risks in the current project phase.
- What mitigation strategies can we implement for identified risks?
- Are there any new risks that have emerged recently?

2. Performance Monitoring

- How are we tracking against our project milestones?
- What are the key performance indicators (KPIs) for this phase?
- Identify any areas where we are falling behind schedule.

3. Communication

- Summarize the key points from the latest team meeting.
- What are the main concerns raised by the team this week?
- Prepare a brief update for stakeholders on project progress.

Key Strategic Prompts

1. Strategic Planning

- What are the long-term objectives for this project?
- How does this project align with our overall business strategy?
- What are the key success factors for this project?

2. Continuous Improvement




- What lessons have we learned from the recent project activities?
- How can we improve our processes for the next phase?
- Gather feedback from the team on the current project execution.

3. Stakeholder Engagement

- What are the expectations of our key stakeholders?
- How can we enhance stakeholder satisfaction?
- What are the potential impacts of this project on our stakeholders?

Project Manager Activity Life Cycle | Project Monitoring and Controlling (10-20 % of 1000 hours)

Available with:

Scenario level:   
Buy

KPIs impacted

✓ Schedule and Cost Variance

Time Savings of 50%

Value benefit

✓ Handling Deviations

✓ Risk Mitigation

1. Progress Tracking

Without Copilot 30-60 hours

With Copilot 15-30 hours

Saving of
15-30 hours

Monitor project progress against the plan using various tools and techniques.



Excel Copilot: Automates progress tracking by integrating data from project management tools and generating real-time status reports.



Copilot: Provides automatic updates and notifications to team members, reducing the need for manual status checks

2. Performance Reporting

Without Copilot 20-40 hours

With Copilot 10-20 hours

Saving of
10-20 hours

Generate and distribute project status reports to stakeholders.



Word Copilot: Automates the generation of performance reports, incorporating real-time data and AI-driven insights for better accuracy.



PowerPoint Copilot: Quickly creates visual reports for presentations with AI-driven content suggestions and design templates.

3. Issue Resolution

Without Copilot 20-40 hours

With Copilot 10-20 hours

Saving of
10-20 hours

Teams summarize the current open issues from our issue log and send an update to the project team. Include details on who is responsible for resolving each issue and the target resolution date



Excel Copilot: Automates risk assessment and monitoring by analyzing data from previous projects and suggesting mitigation strategies.



Copilot: Integrates risk management tools with other project management processes, streamlining communication and tracking.

5. Quality Control

Without Copilot 10-20 hours

With Copilot 5-10 hours

Saving of
5-10 hours

Implement processes to ensure that project deliverables meet the required quality standards.



Excel Copilot: Automates quality checks and generates reports based on predefined quality metrics and standards.



Copilot: Streamlines communication between quality teams and integrates real-time feedback into the project workflow.

4. Change Management

Without Copilot 20-40 hours

With Copilot 10-20 hours

Saving of
10-20 hours

Managing changes to the project scope, schedule, and costs through a formal change control process



Excel Copilot: Suggests adjustments based on real-time data and historical project outcomes, automating recalculations and resource reallocation.



Copilot: Facilitates rapid communication and approval of changes, integrating feedback loops and version control.



Project Monitoring and Controlling – Key prompts

Project Manager's Decision Making

Key Operational Prompts

- 1. Task Progress:**
 - Are all tasks on schedule?
 - If not, what are the delays and their causes?
- 2. Resource Utilization:**
 - Are resources being used efficiently?
 - Are there any shortages or surpluses?
- 3. Quality Control:**
 - Are the deliverables meeting the quality standards?
 - What issues have been identified?
- 4. Risk Management:**
 - What new risks have emerged?
 - How are they being mitigated?

Key Tactical Prompts

- 1. Milestone Achievement:**
 - Are we on track to meet our project milestones?
 - What adjustments are needed?
- 2. Budget Adherence:**
 - Is the project staying within budget?
 - Where are the variances occurring?
- 3. Stakeholder Communication:**
 - Are stakeholders being kept informed of progress and issues?
 - What feedback have we received?
- 4. Performance Metrics:**
 - How are we performing against our key performance indicators (KPIs)?
 - What trends are emerging?

Key Strategic Prompts

- 1. Strategic Alignment:**
 - Is the project aligned with our strategic goals?
 - Are there any shifts in priorities?
- 2. Long-term Impact Assessment:**
 - What long-term impacts are we anticipating from the project outcomes?
- 3. Resource Allocation:**
 - Are we allocating resources in a way that supports our strategic objectives?
- 4. Strategic Risk and Opportunity Management:**
 - What strategic risks and opportunities have been identified?
 - How are we addressing them?

Project Manager Activity Life Cycle | Project Closing (5-10 % of 1000 hours)

Available with:
Copilot for Microsoft 365

Scenario level: ● ● ●
Buy

KPIs impacted

✓ Client Satisfaction

Time Savings of 25-50 %

Value benefit

✓ Knowledge transfer

✓ Professional handoff

1. Project Evaluation

Without Copilot 20-40 hours

Saving of 10-20 hours

With Copilot 10-20 hours

Assess the project outcomes against the objectives and performance criteria.



Word Copilot: Assists in refining and finalizing deliverables with AI-driven content suggestions and formatting.



Copilot: Streamlines collaboration and ensures all team members can review and finalize documents quickly.

2. Client Handoff

Without Copilot 10-20 hours

Saving of 5-10 hours

With Copilot 5-10 hours

Ensure that the project deliverables are handed over to the client and that they are satisfied with the results.



Excel Copilot: Automates the creation of handoff documentation, including checklists and transition plans.



Copilot: Manages and tracks handoff processes, ensuring all necessary steps are completed efficiently.

3. Documentation

Without Copilot 10-20 hours

Saving of 5-10 hours

With Copilot 5-10 hours

Compile and archive all project documentation for future reference.



Word Copilot: Automates the generation of project documentation, including final reports and summaries.



PowerPoint Copilot: Creates summary presentations for stakeholders with AI-driven content and design suggestions.

5. Team Debriefing

Without Copilot 5-10 hours

Saving of 2-5 hours

With Copilot 3-5 hours

Provide feedback to team members and recognize their contributions to the project.



PowerPoint Copilot: Quickly generates debriefing presentations, summarizing project outcomes and next steps.



Copilot: Automates the scheduling and management of debriefing meetings, ensuring efficient communication.

4. Post-Project Review

Without Copilot 5-10 hours

Saving of 3-5 hours

With Copilot 2-5 hours

Conduct a post-project review to capture lessons learned and best practices.



Word Copilot: Assists in drafting post-project review documents, summarizing lessons learned and outcomes.



Copilot: Facilitates the review process by integrating feedback and version control.



Project Closing – Key prompts

Project Manager's Decision Making

Key Operational Prompts

1. **Task Completion Verification:**
 - Have all project tasks been completed?
 - Are there any outstanding items?
2. **Resource Release:**
 - Have all resources been released and reallocated as necessary?
3. **Final Quality Check:**
 - Have all deliverables passed the final quality checks?
 - Are there any remaining quality issues?
4. **Documentation:**
 - Is all project documentation complete and stored appropriately?

Key Tactical Prompts

1. **Milestone Closure:**
 - Have all project milestones been achieved and documented?
2. **Budget Reconciliation:**
 - Is the final budget reconciliation complete?
 - Are there any financial discrepancies?
3. **Stakeholder Feedback:**
 - Have we gathered feedback from all stakeholders?
 - What are the key takeaways?
4. **Performance Review:**
 - Have we conducted a performance review against our KPIs?
 - What lessons have we learned?

Key Strategic Prompts

1. **Strategic Objectives Review:**
 - Did the project meet its strategic objectives?
 - How does it align with our long-term goals?
2. **Impact Assessment:**
 - What are the long-term impacts of the project outcomes?
 - How will they benefit the organization?
3. **Resource Allocation Analysis:**
 - Was resource allocation effective in supporting our strategic objectives?
 - What improvements can be made?
4. **Risk and Opportunity Evaluation:**
 - What strategic risks and opportunities were identified during the project?
 - How will they inform future projects?

Operational – Project Charter

Prompt

A leading US Bank is looking for a product to enhance the marketing campaign by leveraging the Advanced Analytics Dashboard. This feature will provide users with real-time insights, predictive analytics, and customizable reports to improve decision-making and operational efficiency. The key metrics to consider for marketing are conversion rate, customer acquisition cost, return on investment, customer lifetime value, click through rate, engagement rate, social media reach.

This will attract new customers and retain existing ones by offering advanced analytics capabilities. Approximate \$20M budget and 24-month timeline highlighting agile approach

Create a project charter and include plans, timelines, risk for agile iterative development. The project manager leads 20 team members across USA and India. Key stakeholders include the client, project sponsor, marketing team.



Microsoft Word
Document

Follow up prompts...

“What resources (time, budget, personnel) are required for this project?”

“Define the project timeline and major milestones.”

Project Charter

Project Title:

Advanced Analytics Dashboard for Marketing Campaign Enhancement

Project Description:

A leading US Bank aims to enhance its marketing campaign by leveraging an Advanced Analytics Dashboard. This feature will provide users with real-time insights, predictive analytics, and customizable reports to improve decision-making and operational efficiency. The key metrics to consider for marketing are conversion rate, customer acquisition cost, return on investment, customer lifetime value, click-through rate, engagement rate, and social media reach. This initiative will attract new customers and retain existing ones by offering advanced analytics capabilities.

Project Objectives:

- Develop and implement an Advanced Analytics Dashboard.
- Provide real-time insights and predictive analytics.
- Offer customizable reports to improve decision-making.
- Enhance marketing campaign effectiveness.
- Attract new customers and retain existing ones.

Budget:

\$20 million

Timeline:

24 months

Project Approach:

Agile iterative development

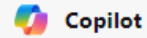
Key Stakeholders:

- Client
- Project Sponsor
- Marketing Team
- Project Manager

Operational – Risks

Prompt

What are the potential risks at the start of this project?



At the start of the Advanced Analytics Dashboard project, several potential risks could arise. Here are some key ones to consider:

1. Incomplete Requirements:

- **Risk:** Misunderstanding or incomplete gathering of user requirements.
- **Mitigation:** Conduct thorough requirements gathering sessions and involve key stakeholders early on.

2. Technical Feasibility:

- **Risk:** Uncertainty about the technical feasibility of integrating advanced analytics into TechSuite.
- **Mitigation:** Perform a feasibility study and create prototypes to validate technical solutions.

3. Resource Allocation:

- **Risk:** Insufficient or misallocated resources, including team members and budget.
- **Mitigation:** Detailed resource planning and regular reviews to ensure adequate allocation.

4. Stakeholder Alignment:

- **Risk:** Misalignment among stakeholders regarding project goals and expectations.
- **Mitigation:** Regular communication and stakeholder meetings to ensure everyone is on the same page.

5. Scope Creep:

- **Risk:** Uncontrolled changes or additions to the project scope.
- **Mitigation:** Implement a change control process and prioritize requirements.


6. Timeline Delays:

- **Risk:** Delays in project phases due to unforeseen challenges.

Operational – Budget

Prompt

Create a tabular format for the project budget allocation.

 **Copilot**

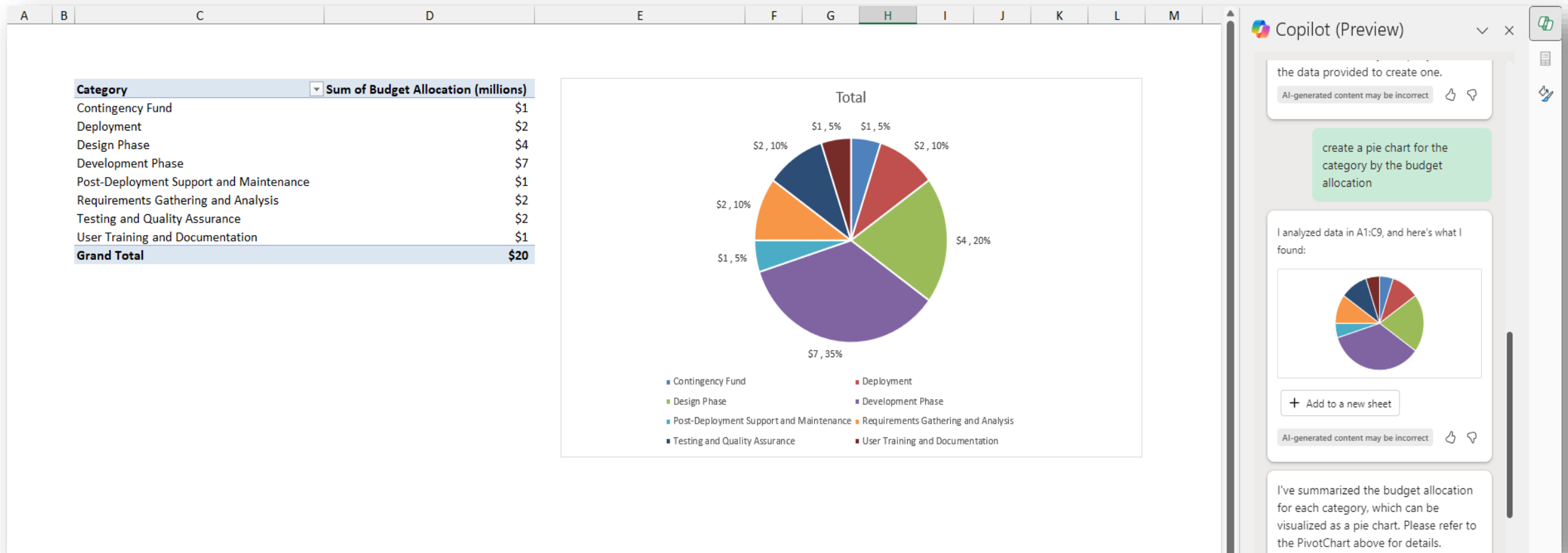
Here's the budget allocation in a tabular format:

Table

Category	Budget Allocation	Percentage
Requirements Gathering and Analysis	\$2 million	10%
Design Phase	\$4 million	20%
Development Phase	\$7 million	35%
Testing and Quality Assurance	\$2 million	10%
User Training and Documentation	\$1 million	5%
Deployment	\$2 million	10%
Post-Deployment Support and Maintenance	\$1 million	5%
Contingency Fund	\$1 million	5%
Total	\$20 million	100%

[Excel](#) edit for further interpretation

Excel Copilot - Budget Allocation Pie Chart



Copilot Prompts...

A prompt is a short text that you write to ask M365 Copilot to do something for you, such as creating, summarizing, editing, transforming, analyzing, or catching up!

A good prompt is like a recipe that tells Copilot what ingredients to use and how to combine them.



Effective Prompting Tips

Goal

Context

Expectations

Source

I want a list of **3-5 points** to best prepare myself...

... for an **upcoming meeting** with client X, focused on **project Y**

... and respond with details and **without** using **technical language**.

...**focus on emails** and **Teams chats** from the **last 2 weeks**...

Help me **write the content** of the new web page...

... **I'm the marketing manager for product X**, which is a modern drone.

... and **use a captivating tone** by referencing cult films.

Refer to product sheet X [\[link to document\]](#)...

Give me **detailed tips on how to create a successful ad campaign**...

... **acting as a marketing specialist** on Microsoft Teams product.

Use a professional tone.
The following keywords should appear - productivity, return on investment.

Takes into account current market trends and collaboration preferences.

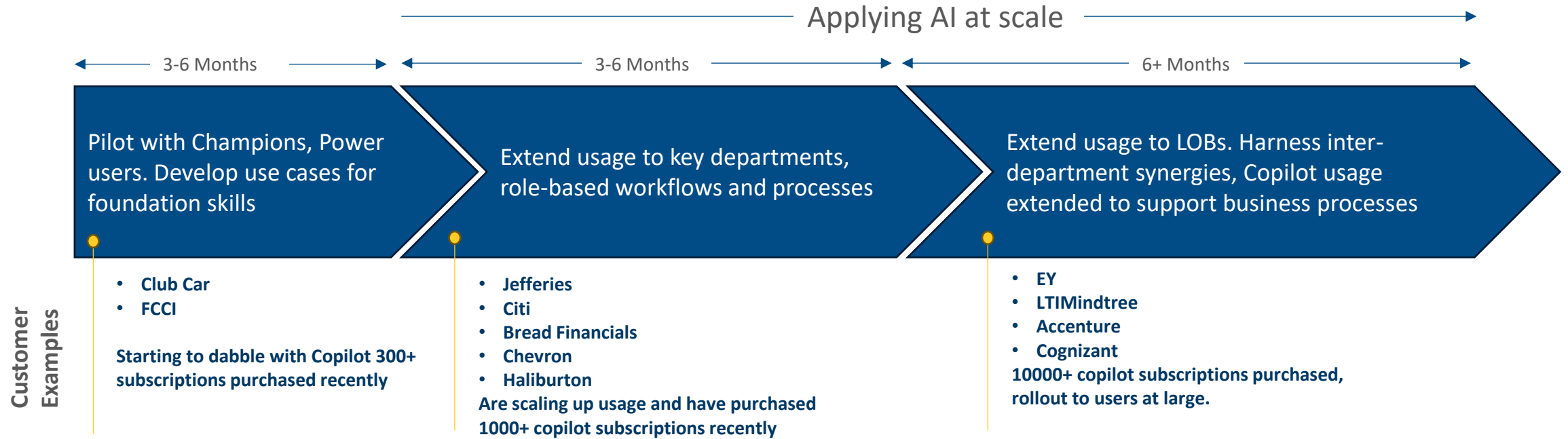
Framework for building prompt engineering....

Component	Bridge Design Example	Robot Design Example
Problem Statement	Design a pedestrian bridge to cross a 150m wide valley. It needs to support the weight of up to 100 people.	Design a humanoid robot that can autonomously traverse rough terrain outdoors.
Design Objectives	Support a minimum load of 7500 kg. Sway less than 2m in 13 m/s wind.	Move at 0.5 m/s speed over rocks and roots. 3 hours of battery life.
Constraints	Use standard structural steel sections. Total bridge cost under \$150,000.	Robot mass under 150kg. Use available servo motors and batteries.
Performance Criteria	Minimize vibration frequencies. Max 5cm deflection at midspan.	Balance power and speed to maximize runtime. Ability to modulate joints to avoid falls.
Operating Conditions	Pedestrian traffic under normal wind. Occasional high winds up to 130 km/hr.	Outdoor environments. Temperature range of -10C to 35C.
Analysis Requirements	Stress analysis. Wind loading analysis. Vibration analysis.	Dynamics simulation. Stress analysis on components.
Failure Mode Analysis	Evaluate risks of fatigue and fracture. Assess stability against wind.	Analyze falls and impact forces. Assess power and actuator failures.
Design Principles	Preference for truss structure. Modular sections for transport.	Passive dynamics principles. Modular components for maintenance.
Output Format	Concept sketches. Basic structural drawings.	3D CAD model. Simulation of terrain navigation.
Documentation	Stress and deflection calculations. Explanation of stability provisions.	Joint torque and power requirements. Balance and tip-over hazards.
Iterative Refinement	Optimize truss shape and members.	Iterate leg and foot designs for stability.

Appendix

M365 Copilot Market Analysis

Typical M365 Copilot adoption journey



- Innovators and Early adopters started their journey with Microsoft's Early Access program with free subscription to trial the copilot
- They are now scaling the copilot usage to key departments and workflow-based use cases. Purchasing multi thousand Copilot subscriptions.
- Some Innovators have moved further ahead exploring extensibility and Copilot studio integrating with Enterprise data sources deploying use cases that improve business processes
- Early Majority cohort is starting to pilot the M365 Copilot

It is time to take our M365 Copilot offer to the market!

How to spot M365 copilot opportunities



Organizations that have piloted M365 Copilot under Microsoft's Early Access Preview program



Piloted M365 Copilot but struggle to define and measure productivity gains



CISO has concerns about Security and enterprise data leakage because of Copilot adoption



Users struggle to write prompts incorporating internal data and processes to get effective results



M365 Subscription is due for renewal



Organization is struggling with Copilot adoption and stickiness



Customer is concerned about high M365 Copilot subscription cost



Customer has explored GenAI use cases, understands the benefits but unwilling to commit to a custom solution



- Engage your Hyperscaler seller to help make a case
- Demonstrate the power of copilot
- Persona based, workflow improvements with Copilot make a very compelling use case
- Prompt Foundry offering to help our customers scale and accelerate the adoption



Business critical - App/portfolio owner concerns



Big ticket items - CIO concerns