



Microsoft 365 Copilot Quick Start

ADOPTION FOR SMALL BUSINESS AND TEAMS

The Microsoft 365 Copilot Quick Start is perfect for customers looking to explore the benefits of M365 Copilot. Ideal for smaller organizations or specific teams, the Quick Start provides hands-on experience, showcases how M365 Copilot can address business challenges, and includes access to training and resources via AMTRA's Copilot Concierge Portal. It also helps build a business case with potential ROI calculations and creates a plan for implementing and adopting M365 Copilot across the organization.

OUTCOMES



Hands-on Experience

Get hands-on with M365 Copilot using 10 licenses. Gather useful and measurable feedback from users.



Business Challenges

M365 Copilot can be used to solve concrete business challenges, demonstrating its practical applications.



Training & Resources

Access to training and self-service resources through AMTRA's Copilot Concierge Portal.



Business Case & ROI

Build a high-level business case, including the calculation of potential ROI and value of M365 Copilot.



Implementation Plan

Plan for how you can implement/adopt M365 Copilot, if that's part of the longer-term vision.

WHAT YOU GET

Training & Resources

Build a baseline proficiency level, that includes prompting, where to use + use cases.

Implementation Roadmap

Includes recommendations.

Tailored Report

Identification of business problems solvable with Copilot, ROI calculation, and implementation next steps.

6 WEEKS TO SUCCESS

Week 1

1 AMTRA Prep Work

Understand mission, vision, goals and industry. Prepare industry-specific personas & use cases.

2 Client Prep

Pre-engagement questionnaire. M365 Copilot awareness activities.

Weeks 2 to 6

3 AMTRA Delivers: Business Value Alignment, Training, Summary Report & Implementation Plan

- Training resources including AMTRA's Copilot Concierge Portal.
- Facilitator-led Sessions, which include:
 - Business Value & Use Case Mapping
 - Curated Training Targeted to Persona & Use Cases
 - Office Hours/Ask Us Anything
- M365 Copilot User-Sentiment Survey.
- Summary Report including survey feedback and high-level results.
- Implementation Plan & recommendations beyond Quick Start.



Sustainment Package

Ongoing support is provided through AMTRA's Copilot Concierge Sustainment Package. This includes additional training, office hours, user sentiment feedback, success stories, and access to the Copilot Concierge Portal.