



Copilot for
Microsoft 365

The Business Boost: Unleashing Microsoft 365 Copilot for Enhanced AI-Powered Productivity

How to unlock the full potential of Copilot, to elevate your projects and drive innovation within your organisation.
A guide for businesses.

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Introduction

When it comes to improving productivity across your projects, Microsoft 365 Copilot is a potential game-changer. Powered by AI technology and designed to help you work smarter, Copilot's generative and assistive capabilities allow you to save time on repetitive tasks, streamline workflows, boost innovation, and unlock new possibilities.

In the phenomenally fast-changing artificial intelligence landscape, those that don't move fast to take advantage of its capabilities risk being left behind. In a 2023 survey of Copilot users, 70% said they were more productive, completing tasks on average 29% faster using the tool.⁽¹⁾ Meanwhile 83% of companies are making AI technologies a priority in their future plans⁽²⁾ Implemented strategically then, there's no doubt that Copilot can be a productivity powerhouse for your projects and day to day alike - one that's essential for gaining and retaining a competitive edge.

In this ebook we'll look specifically at the tangible benefits of integrating Copilot into your workflows, from enhanced efficiency to improved collaboration. You'll gain a strategic understanding of how Copilot aligns with modern business objectives and positions your team for success. And we'll unveil some insider tips to get the full benefit from your Copilot implementation, boosting innovation and maximising return on investment.

¹www.microsoft.com/en-us/worklab/work-trend-index/copilots-earliest-users-teach-us-about-generative-ai-at-work (accessed Feb 2024)

²www.explodingtopics.com/blog/ai-statistics (accessed Feb 2024)



What can Copilot do for you? The benefits of implementing Microsoft 365 Copilot within your team

AI-powered productivity gains are one of the big advantages of adopting Microsoft 365 Copilot, but the benefits reach far beyond that. Of course, the headline news is that you'll increase efficiency, improve collaboration, and get access to comprehensive information that empowers you to make data-driven decisions. But you'll also discover disruptive new ways to revolutionise your processes, not simply saving time and resources, but also fostering genuine innovation.

Copilot benefits and use cases

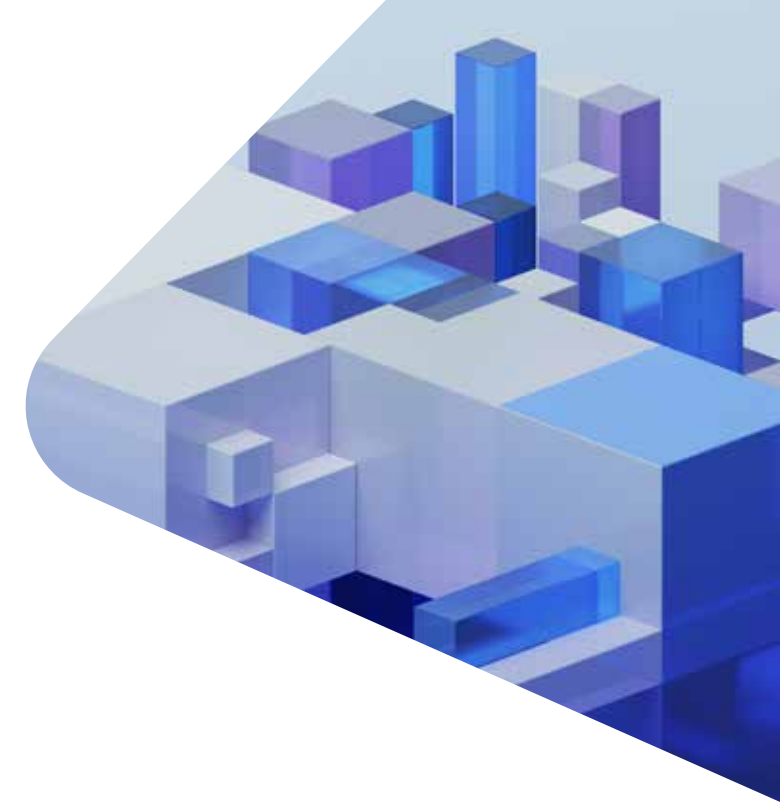
Utilised effectively, Microsoft Copilot offers significant advantages to help you deliver successful projects. Copilot's AI-driven capabilities can assist you to:

Brainstorm ideas and solutions. Need some inspiration? Copilot can get you started with concepts, solutions, and strategies, as well as analysing your own ideas based on specific criteria. It's a quick way to get projects off the ground, and can lead to genuine innovation.

Streamlined research and analysis. Quickly gather and summarise information from disparate sources, saving time and effort when researching technologies, vendors, trends and more.

Generate and review code. Use Copilot to automate coding tasks and suggest improvements to existing code or scripts. You'll eliminate human error, make significant time savings and be able to focus on higher-level design decisions.

Create documentation. Copilot can write initial drafts of documents. Automatically generate basic documentation based on existing documents, meeting minutes and more, ensuring consistency and reducing manual overhead.



Automate time-consuming tasks. Use your expertise where it's needed most: reduce the time you spend on tasks like data entry, so you can redirect your energies to complex and strategic problem-solving.

Save time and eliminate errors. Microsoft Copilot automates repetitive tasks, intelligently suggests solutions, and proactively flags potential errors, helping you to get things done quickly and accurately.

Optimise your solutions. Go one better, by identifying opportunities to improve efficiency. Generating test cases and suggesting performance optimisation techniques is a quick and simple way to go the extra mile, boosting the quality of your implemented solution.

Meeting notes and actions. One of the most popular use cases, but definitely not to be underestimated. Let Copilot provide you with in meeting insights, provide summary information and write ups including actions and next steps.



Case Study: Reimagining retail with Copilot

Amelia, a technical architect at a grocery chain, is tasked with integrating physical stores with digital technologies. This is a complicated technical project involving a vast array of possibilities, data sources and architectural decisions.

Amelia outlines her high-level vision to Copilot, and it responds by generating a selection of options. It presents each option with pros, cons, and potential trade-offs regarding performance, scalability, and security.

When Amelia provides more specific requirements, Copilot analyses this information and suggests solutions, sketching out potential data pipelines and architecture diagrams and highlighting potential bottlenecks and areas for optimisation.

Sharing her project plans with the team, Amelia uses Copilot to communicate her ideas and to collaborate across the company. Copilot assists in translating complex technical concepts into layman's terms, facilitating communication across different teams, from data scientists to marketing specialists. Copilot even helps to automate tedious tasks like documentation generation and security vulnerability assessments.

Day to day, Amelia can ask Copilot to catch her up or summarise her news. Copilot will find emails and messages relevant to her to keep her up to date, even providing some guidance on priorities, helping her keep on track.



Microsoft Copilot can help you to expand your vision, explore possibilities and refine technical roadmaps



By automating tasks and providing intelligent guidance, Copilot frees up time for architects to focus on strategic decision-making and innovation

Set for success: how Copilot can help your whole organisation work smarter, not harder to achieve business goals

Work smarter, not harder with Microsoft 365 Copilot. Used strategically, Microsoft 365 Copilot can be fully customised to align with your unique business and departmental goals. By analysing existing performance metrics, user feedback, industry trends and your stated objectives, Copilot meets you where you are and takes you where you want to go, uncovering hidden opportunities and positioning you to succeed.

In numbers:

70%

of Copilot users said they were more productive⁽³⁾



68%

said it improved the quality of their work⁽⁴⁾

67%

said Copilot saved them time so they could focus on more important work⁽⁵⁾

Improve agility, increase speed to market and save on costs

Accelerate development and implementation.

Deliver solutions faster, shaving significant time from concept to completion. Copilot streamlines repetitive tasks like script generation, notes, and follow-ups as well as documentation, so you can deliver solutions substantially faster.

Experiment and iterate more rapidly. Be more agile and adaptable. Explore diverse architectural options, analyse trade-offs, and prototype solutions efficiently using Copilot's suggestions, enabling faster adaptation to changing market demands.

Automate repetitive tasks. Don't waste your resources on things that can be achieved by AI automation. Instead, redirect your team's valuable time and resources by automating tasks like data cleaning, report generation and analysis tasks, allowing them to focus their expertise on strategic initiatives.

Reduce human error. Copilot's error checking and best practice or improvement suggestions can minimise errors early, translating into significant cost savings and enabling a faster time to completion.

Optimise resource allocation. Predict delays and work around them, with Copilot's assistance. Analyse resource usage and identify potential bottlenecks, enabling data-driven decisions for optimal resource allocation and cost reduction.

Innovation and competitive advantage

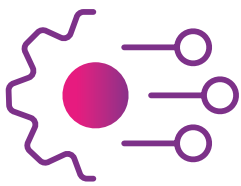
Explore unforeseen possibilities. Expand your horizons beyond traditional approaches, and do something new. Use Copilot to generate unconventional ideas, experiment with new technologies, and discover innovative solutions that will really differentiate your business.

Personalise customer experiences. Machine learning for a human experience. Leverage Copilot's data analysis capabilities to personalise recommendations, optimise product offerings, and create unique customer experiences that set your business apart

³www.microsoft.com/en-us/worklab/work-trend-index/copilots-earliest-users-teach-us-about-generative-ai-at-work (accessed Feb 2024)

⁴www.microsoft.com/en-us/worklab/work-trend-index/copilots-earliest-users-teach-us-about-generative-ai-at-work (accessed Feb 2024)

⁵www.microsoft.com/en-us/worklab/work-trend-index/copilots-earliest-users-teach-us-about-generative-ai-at-work (accessed Feb 2024)



Case Study: Streamlining logistics with Copilot

A logistics company needs to optimise its delivery network, taking a more efficient and data-driven approach. Their traditional methods, reliant on manual route planning and static algorithms, struggle to keep pace.

David, a technical architect, feeds Copilot the company's historic delivery data, including routes, traffic patterns, and fuel consumption. Copilot analyses the information and identifies inefficiencies in route planning, highlighting underutilised shortcuts, and potential delays due to rush hour congestion. Given specific goals like reducing fuel costs and delivery times, Copilot responds with a series of suggestions to implement a dynamic route optimisation system that takes these shortcomings into account.


David shares Copilot's findings and recommendations company-wide, facilitating open discussions, and collaborative decision-making, and enabling business transformation that leads to operational efficiency, reduced costs, and improved customer satisfaction.



Microsoft Copilot can analyse data to optimise complex operations and make recommendations for change



Copilot empowers teams to focus on strategic improvements and achieve business objectives



Unleashing the full potential of Copilot: tips and tricks to unlock innovation, efficiency, and growth

Allow Copilot to be your everyday tool. Yes, it can do some big things, but don't underestimate the power and impact of using Copilot in your everyday. Lots of small wins such as meeting notes and email drafting will soon add up and will allow you and your users to gain confidence and skills in using the assistant.

Let Copilot think outside the box. Don't limit yourself. Instead of pre-empting the right approach and prompting it for the solution you think you want, tell Copilot your high-level requirements and go from there. Let it generate a diverse range of options, including ideas you may not have considered.

Don't just design, predict. Knowledge is power. Describe your desired result to Copilot and get performance estimations, scalability analysis, and potential pitfalls, highlighted early in the design phase.

Save time on documentation. Provide Copilot with key architectural elements in a technology project, and it will automatically generate initial diagrams and documentation, saving you time and ensuring clarity for your team.

Keep the conversation going. Tell Copilot how it's doing and let it learn. Provide feedback on its suggestions, guiding its learning and ensuring it aligns with your specific needs and projects.

Get the most out of Copilot, with strategic support from CAE

We've seen how integrating Microsoft 365 Copilot into your working day can accelerate efficiency, free up valuable time, spark innovative ideas, and even predict and prevent potential issues before they have the chance to derail your projects. Above all, it offers a crucial business boost, powered by AI-enhanced productivity, that is not just a nice-to-have. For businesses in today's fast-moving climate, strategic adoption of the type of AI assistance Copilot offers is essential.

But what you'll get out of Copilot can only be as good as the strategic intelligence behind it. And that's where we come in. At CAE, the mantra of automation, integration and intelligence runs through everything we do for our customers. We'll help you to get the full benefit of Copilot, ensuring that not only is your deployment integrated and configured correctly but is deployed alongside a strong adoption and change management strategy to drive success and good outcomes with your end users.

If you're ready to take the next step with Copilot, contact our experts for a Microsoft Readiness Assessment. This will optimise your Copilot experience by tailoring it to your specific workflows and data structure, maximising the value for your organisation.

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Take the next step with Copilot, contact one of our Microsoft experts to find out more.

Book your call today

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