

Copilot Readiness Assessment

Maximize your Microsoft Copilot investment and adoption with a comprehensive readiness

AI Transformation

The Copilot Readiness Assessment is a structured, one-week strategic engagement designed to prepare organizations for successful Microsoft Copilot adoption. By evaluating current-state readiness across technology, security, data, and user needs, this assessment delivers a clear, actionable roadmap that aligns with business objectives and accelerates time-to-value.

Challenges Assessment Addresses



88% of AI pilots fail to reach production, often due to unclear objectives, insufficient data readiness, and lack of in-house expertise-highlighting the need for upfront alignment and readiness planning.¹

¹ Source: [CIO, 88% of AI pilots fail to reach production – but that's not all on IT, Evan Schuman, 2025](#)

Organizations across industries are excited by the promise of AI-powered tools like Microsoft Copilot, yet they often face common challenges that can impede successful adoption. The Copilot Readiness Assessment is designed to specifically address and overcome these challenges:

- Lack of clarity on where to start with Copilot
- Data, privacy and security concerns
- Lack of internal alignment on Copilot
- Uncertainty around Copilot's practical value
- Change fatigue and adoption risks

Key Benefits:

- Holistic readiness evaluation
- Strategic clarity and alignment
- Accelerated time-to-value
- Governance and risk mitigation
- Financial insight and business case
- Tailored adoption and skilling plan
- Confidence to proceed to pilot implementation

The strategy is as much about change management and consensus-building as it is about technology. This alignment and preparation significantly increase the likelihood of successful AI projects and long-term adoption following the assessment.

1-Week Assessment High-Level Agenda

- **Day 1 Initiate & Kickoff:** Conduct project kickoff meeting, confirm scope, align on objectives, and gather initial data
- **Days 2-3 Analyze Discovery:** Interview stakeholders, review security and data postures, assess licensing and current tools, and start identifying use case scenarios
- **Day 4 Design Strategy Development:** Analyze findings, formulate recommendations, develop prioritized use cases, outline roadmap and draft deliverables
- **Day 5 Deploy Presentation:** Present the readiness assessment findings and tailored Copilot rollout roadmap to client executives and project sponsors for sign-off

Assessment Takeaways and Strategic Outcomes:

At the end of the engagement, clients receive a focused and actionable set of deliverables designed to guide their Copilot journey forward:



Readiness and Strategy Documents

- **A current state readiness assessment report:** A comprehensive document summarizing findings from the discovery phase, including security & compliance review results, technical environment audit, and organizational readiness observations.
- **High-impact scenario definitions:** Detailed descriptions of top Copilot scenarios identified, including value proposition, before-and-after workflow illustrations, and dependencies & assumptions.



Financial and Governance Planning

- **FinOps & TCO analysis summary:** A breakdown of expected costs associated with adopting Copilot, value estimates, ROI calculation, and financial assumptions used.
- **Responsible AI use policy draft:** Guidelines for acceptable use of Copilot, covering guiding principles, acceptable use guidelines, compliance & legal considerations, and handling of AI-generated content.



Implementation Roadmap and Enablement

- **Copilot adoption roadmap:** A phased rollout plan with timeline, milestones, workstreams, and owners/stakeholders assigned to each action item.
- **Training and change management plan:** A tailored plan outlining training sessions, champion program, communications, feedback mechanisms, and change readiness checkpoints.



Value Measurement and Tracking

- **Value realization framework:** A blueprint for measuring benefits achieved from Copilot, including KPIs, analytics dashboard outline, and data gathering methods.



Executive Summary

- **Next Steps Presentation Deck:** A concise slide deck highlighting key findings, recommended scenarios, roadmap, and expected benefits, designed for executive briefing and internal alignment

Next Steps: Where are you in your AI journey?

After this assessment, we offer detailed next step recommendations to guide your organization forward. Implementing a tailored strategic plan and closely monitoring key performance indicators allows you to effectively measure the assessment's impact—both through the content generated and the progress made throughout your Copilot journey, from initial pilots to full-scale deployment and the realization of tangible business outcomes.



Contact us at microsoft@argano.com for more information to get started.



Learn more at argano.com