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# IS YOUR ORGANIZATION READY TO LAUNCH MICROSOFT 365 COPILOT?

This guide helps organizations evaluate their readiness before implementing Microsoft 365 Copilot. It measures your maturity in data governance, change management, and end-user enablement — while identifying the key steps and stakeholders essential to a successful rollout. Your answers will highlight which areas to strengthen to ensure maximum value from Copilot.

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Schedule an assessment workshop to review your environment, security posture, and adoption strategy.

## Licensing and Technical Foundations

	NO	YES
+ Have you confirmed your organization's eligibility for Copilot and ensured that all required Microsoft services (Exchange, SharePoint, OneDrive, Teams) are properly configured and actively in use?		
+ Do you use a unified identity system, such as Entra ID, to provide employees with secure and seamless access?		
+ Are you adhering to Microsoft's recommended security and management practices to ensure the protection of your environment, including Intune, conditional access, and multi-factor authentication (MFA)?		
+ Is your network set up to ensure Copilot can access real-time intelligence from the Microsoft Graph API endpoint without any performance problems?		

## Data Governance and Security

	NO	YES
+ Is your organization confident in the classification and protection of sensitive data?		
+ Have you implemented data loss prevention (DLP), sensitivity labels, and access controls using Purview or other tools?		
+ Are permissions regularly reviewed to prevent oversharing (especially in SharePoint and Teams)?		
+ Do you have clear policies regarding data residency and compliance (e.g., PIPEDA, GDPR)?		
+ Are security and compliance leaders actively engaged in the Copilot planning process?		

## Change Management and Communication

	NO	YES
+ Have you identified executive sponsors and Copilot champions across business units?		
+ Is there a communication plan explaining Copilot's purpose, benefits, and boundaries?		
+ Have you prepared FAQs or internal messaging to manage user expectations?		
+ Is HR or internal comms involved to reinforce Copilot as a productivity partner, not a replacement?		
+ Have you defined KPIs for adoption and success metrics (e.g., time saved, quality of output)?		

## User Enablement and Training

	NO	YES
+ Have you identified early adopters or pilot groups for Copilot testing?		
+ Are there dedicated training sessions or learning paths for different roles (executive, admin, frontline)?		
+ Do employees understand responsible AI use and data privacy expectations?		
+ Is there a feedback loop to gather user insights and adjust adoption strategy?		
+ Are IT support and helpdesk teams equipped to handle Copilot-related inquiries?		

## Culture and Continuous Improvement

	NO	YES
+ Does your organization promote digital curiosity and openness to new technologies?		
+ Are leaders modeling Copilot usage to encourage adoption from the top down?		
+ Is there a plan for continuous learning and sharing of Copilot success stories?		
+ Do you have a governance framework for ongoing Copilot updates, licensing, and usage analytics?		
+ How are you measuring the long-term business impact of Copilot across departments?		