

# How to make Microsoft 365 Copilot Succeed

## COPILOT 90 DAY ACTION PLAN

What to bring to leadership as the next step

### TOMORROW – DEFINE PRIORITIES

- ☐ Identify 2–3 business-critical use cases
- ☐ Set success metrics (time saved, productivity, satisfaction)

### NEXT MONTH – BUILD GUARDRAILS & ADOPTION PLAN

- ☐ Establish data boundaries and compliance policies
- ☐ Launch training to build prompt literacy
- ☐ Identify Copilot champions across departments

### NEXT QUARTER – MEASURE & SCALE

- ☐ Track outcomes: productivity, employee experience, ROI, trust
- ☐ Expand to additional workflows tied to business strategy
- ☐ Share results with leadership to sustain momentum

Bring this checklist to your leadership team as the start of the conversation. If you can't confidently check these boxes, that's your case for support. Creospark can help close the gaps, accelerate adoption, and ensure Copilot delivers real business value.

**Creospark can partner with you at any stage, from experimentation to adoption and scale, to accelerate your Copilot journey.**

[Begin Your Readiness Journey](#)