

Copilot Readiness & Success Scorecard

Use this scorecard to track whether your Copilot rollout is set up for success. It's designed to be simple, visible, and repeatable — not a heavy reporting burden.

1. Alignment (Business Priorities)

- ☐ Business-critical use cases identified (2–3)
- ☐ Success metrics defined (e.g., % time saved, faster turnaround, improved satisfaction)
- ☐ Outcomes communicated to leadership and pilot teams

2. Trust (Guardrails & Governance)

- ☐ Data boundaries and compliance policies documented
- ☐ Employees trained on responsible use
- ☐ Leadership visibly endorsing governance policies

3. Adoption (People & Workflows)

- ☐ Champion network identified and activated
- ☐ Prompt literacy training delivered to pilot users
- ☐ Role-based workflows/playbooks published

4. Early Outcomes (Impact Signals)

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Time savings measured in target scenarios (e.g., meeting recaps, email drafting)

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Positive employee feedback on experience and confidence

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ROI signals shared with leadership (efficiency gains, cycle-time reductions)

5. Overall Readiness Status

Area	Red (Needs Work)	Yellow (In Progress)	Green (On Track)	Notes / Actions
Alignment				
Trust				
Adoption				
Outcomes				

Bring this scorecard 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 partner with you at any stage — from experimentation to adoption and scale — to help close the gaps, accelerate adoption, and ensure Copilot delivers real business value.

👉 Ready to take the next step? [Explore our Copilot Readiness resources.](#)