

Microsoft 365 Copilot Adoption Checklist

Let's get governance right together...

Implementing Microsoft 365 Copilot is more than just flipping a switch on licenses. Having strong organisational collaboration, a clear understanding of your customer's specific business needs and planning will set you up for success.

At Giacom, we know a successful rollout starts with engaging groups who can provide invaluable feedback. By centering your approach on the right people, you lay the groundwork for a smooth and effective implementation, ensuring that Copilot truly meets the needs of your customer's organisation.

Let's run through this handy checklist and make sure you have everything covered to get started.

Labelling

1. Develop a labelling taxonomy:
 - Classification levels, not exceeding five primary labels and five sub-labels.
 - Descriptions clearly outlining the label meaning for employees.
 - Examples to clarify usage for employees.
2. Determine policies and settings that correspond with labels. Consider the following:
 - Storage type and location.
 - External allowance.
 - Encryption.
 - Access control.
 - Data destruction.
 - Data loss prevention.
 - Public disclosure.
 - Logging and tracking access.
3. Establish container faults:
4. Configure container labels to set the default file label in document libraries:
5. Initiate an employee education initiative:



Data loss prevention

1. Configure Microsoft Purview Data Loss Prevention standards and quarantining protocols.
2. Establish lifecycle management and attestation protocols.
3. Configure Microsoft Graph Data Connect to discover where you are oversharing.

Internal compliance

1. Initiate conversations with local subsidiaries.
2. Engage works councils or other advocacy bodies.
3. Address concerns.
4. Determine the feasibility of regional deployment and segment if necessary.

If any of this isn't making sense, you need some guidance or if you've got some questions, reach out to our Copilot Specialist for assistance!

Get in touch

