Use Case | Procure New IT Solution

Potential benefits Reduce Costs

1. Gather Business Requirements

Aggregate multiple threads of conversations to create a wholistic view of all essential business requirements for the new solution.

Copilot in Teams

Be present during the meeting by relying on Copilot in Teams for transcription and summary.

2. Research Solutions

Quickly identify and summarize existing solutions in market with Microsoft Copilot.

Copilot

Save time and increase accuracy by asking Copilot to prepare a summary of information gathered from multiple sources.

3. Create a Build vs. Buy Analysis

Compile quotes from vendors and work with internal development teams to build a variance analysis with Copilot In Excel.

Copilot in Excel
Copilot in Whiteboard

Leveraging the variance analysis, whiteboard the pros and cons for each solution. Utilize Copilot in Whiteboard to categorize the initial list.

6. Create and Send Launch Communication

Use Copilot in Outlook to easily draft an email announcing the new solution and thanking contributors.

Copilot in Outlook

Use Copilot to review your email to ensure that is clear, concise, and impactful.

5. Summarize weekly status meeting

Hold status update meetings to track the procurement process. Use Copilot to summarize each meeting and list open items

Copilot In Teams

During the meeting you can ask Copilot for suggestions on questions to ask or next steps to discuss to keep the conversation on track.

4. Create Solution RFP

Draft RFP to the selected vendors using Copilot to take content from your emails, meeting notes, and presentations.

Copilot in Word

Document and socialize the RFP to ensure all business requirements are being met, and all necessary approvals have been received.

Internal