A day in the life of a Launch Infrastructure Manager

8:00 am

Jeff begins his day wanting to get caught up on a few meetings he missed the day before. He also asks Copilot to provide a list of open Jira assigned to him using plugins built in Copilot Studio.

Copilot

Summarize meeting notes and actions for meetings recorded yesterday and call out any specific actions called out for me.

9:30 am

He later has a regular 1:1 with a business stakeholder and wants to prep for the meeting. He knows there a number or key topics to discuss that came through email, Teams, and various documents.

Copilot

Summarize the emails, Teams messages, and documents and be sure to list all asks and actions that need to be discussed or closed out.

10:00 am

Jeff is working with a team on a proposal to transform a launch process. He received a 40+ PowerPoint deck on the proposal but wants to share a whitepaper with his stakeholder audience.

Copilot in Word

Generate whitepaper from PowerPoint with the following key headings and be clear on next steps and schedule.

11:00 am

After creating the whitepaper, Jeff wants some help drafting a mail to his stakeholders to get feedback on the whitepaper so utilizes copilot.

Copilot in Outlook
Copilot Studio in Copilot for Microsoft 365

Draft an email to my stakeholders with this content ensuring it is clear and actionable on next steps.

2:00 pm

Switching gears, Jeff wants to review the list of submitted engineering scenarios that have come in across the organization as the final review is next week.

Copilot in Excel

Summarize engineering scenarios by key initiative, impact category and financial value in a table.

4:00 pm

After completing his review of the engineering scenarios, he utilizes copilot to draft PPT to share with key stakeholders the next week.

Copilot in PowerPoint

Draft PowerPoint deck with content from the excel and create summary slides for the launch process proposal based on the word document.

Jeff
a Launch Infrastructure Manager in Finance