

Use Case | Create a Project Plan

Potential benefits

Decrease Costs

1. Summarize Requirements and Data

Leverage Copilot to summarize all requirements and related data to build the framework for the project.



Copilot
Copilot in Word

Clearly outline the project's purpose, goals, and deliverables using Copilot in Word.

2. Discuss the plan

Meet with the team to discuss the project plan and delegate responsibilities to team members based on their expertise.



Copilot in Teams

Summarize the meeting and list the action items discussed and their status using Copilot in teams.

3. Brainstorm risks

Whiteboard potential risks with the team and leverage Copilot to create an initial list and categorize all the items at the end of the session.



Copilot in Loop
Copilot in Word

Incorporate all categorized items into original project plan document using Copilot for Word.

6. Revise support procedures

After project is completed, use Copilot to revise procedures and change management documents for support teams and admins.



Copilot in Word

Ensure high writing quality using Copilot to revise first drafts.

5. Create an executive update

Create a presentation to brief the CIO on the project status and results. Use Copilot to create slides based on the project plan.



Copilot in PowerPoint

Create a presentation from Project Plan Word document.

4. Coordinate updates

Coordinate all update activities in a Teams channel. Produce summaries to channel activities each morning to stay up to date.



Copilot
Copilot in Teams

Stay informed on project activities by using Copilot to summarize communications.