

# are you truly ready to launch Copilot?

## get your Copilot readiness score

Preparation for Copilot is vital to avoid significant issues like privacy concerns, data exfiltration, or a data breach.

This score sheet contains 12 questions designed to assess your readiness. Your score is at the bottom of the page.

If you're not comfortable with the result, call us or email [hello@oryxalign.com](mailto:hello@oryxalign.com).

### 1. project management

Have you appointed an Adoption Manager? YES  NO

This person will champion Copilot and project manage the preparation and launch.

### 2. utilisation

Have you decided who really needs Copilot? YES  NO

Copilot can be expensive, and not everyone will fully use it.

### 3. strategy

Do you have a Copilot strategy? YES  NO

Does your strategy set clear objectives and identify specific tasks that Copilot can streamline or areas where it could boost productivity?

### 4. sensitive data

Have you defined sensitive data? YES  NO

What is your organisation's definition of 'sensitive'. Is it credit card details, staff salaries, customer invoices? Or maybe candidate CVs and software code?

Do you know where all your sensitive data is stored? YES  NO

Is it all fully protected? YES  NO

### 5. sharing policy

Do you have a sharing policy? YES  NO

What restrictions do you have for sharing documents internally and externally?

### 6. data taxonomy

Have you classified your data (data taxonomy)? YES  NO

Documents/folders could be marked as either Public, Private or Confidential. Public means they can be shared internally and externally with anyone. Private means they are only shared internally with anyone in your organisation. Confidential means they are shared internally but with selected users only.

### 7. information protection labels

Have you used 'Information Protection Labels'? YES  NO

For example, any document tagged Confidential can be restricted to specific users and encrypted.

### 8. access controls

Have you reviewed your access controls in the last 6 months? YES  NO

Is the way you grant or revoke access to documents up to date?

### 9. licensing

Do you have a Microsoft Business Premium licence?

Microsoft Standard licensing is insufficient for Copilot adoption; you need Microsoft Business Premium to take full advantage of it without needing to layer on third-party solutions.

We have Microsoft 365 E3, E5, F1, F3, or Office 365 E1, E3, or E5

We have Microsoft Business Premium

We have Microsoft Business Basic/Standard

### 10. AI policy

Does your organisation have a generative AI policy? YES  NO

Does it address acceptable use, sensitive data handling, and data protection standards?

### 11. pre-adoption training

Do you have plans for training and supporting your staff before adopting Copilot? YES  NO

Does it include understanding AI basics and practical applications of CoPilot in their daily work?

### 12. post-adoption support

Do you have support to assist users with technical issues or questions after adopting Copilot? YES  NO

## Your Copilot readiness score: