

Activate Your AI Council

Map Your Stakeholders

Task: Identify at least 5 individuals across your organization who could serve as:

- Executive Sponsors
- Champions
- Cross-functional contributors (e.g., IT, HR, Legal, Comms)

Deliverable: A draft list with names, roles, and why they're a good fit.

Draft Your Council Charter

Task: Using the sample charter provided in the session, tailor a 1-page draft for your organization.

Deliverable: Submit a working draft that includes purpose, scope, roles, and meeting cadence.

Interview a Potential Champion

Task: Have a 15-minute conversation with someone who could be a Copilot champion. Ask:

- What excites you about AI at work?
- What challenges do you foresee?
- Would you be willing to help others adopt Copilot?

Deliverable: Share 3 key takeaways from the conversation.

Spot a Use Case

Task: Identify one real-world task in your team that could be improved with Copilot.

Deliverable: Write a short paragraph describing the task and how Copilot could help.

Join the Conversation

Task: Post a reflection or question in your internal Copilot community or Teams channel.

Deliverable: Screenshot or link to your post.

Copilot AI Council Task Force Charter

Purpose

The purpose of the Copilot AI Council Task Force is to guide, support, and accelerate the adoption and responsible use of Microsoft Copilot across the organization. The task force will serve as a strategic advisory and operational body to ensure alignment with business goals, user needs, and governance standards.

Scope

This task force will oversee the planning, implementation, and continuous improvement of Copilot use cases across departments. It will also provide input on training, change management, and feedback collection to ensure successful adoption.

Objectives

- Identify and prioritize Copilot use cases across business units.
- Promote awareness and understanding of Copilot capabilities.
- Support training and enablement of users and champions.
- Monitor adoption metrics and user feedback.
- Ensure compliance with data governance and security policies.

Membership Structure

The task force will consist of the following roles:

- Executive Sponsors: Senior leaders who provide strategic direction and executive support.
- Champions: Early adopters and advocates who promote Copilot usage and provide peer support.
- Cross-Functional Members: Representatives from IT, HR, Legal, Communications, and key business units.

Roles and Responsibilities

- Executive Sponsors: Champion the initiative at the leadership level and remove roadblocks.
- Champions: Share use cases, conduct demos, and gather feedback from their teams.
- Cross-Functional Members: Provide subject matter expertise, support implementation, and ensure alignment with departmental needs.

Meeting Cadence

The task force will meet bi-weekly during the initial rollout phase and monthly thereafter. Ad hoc meetings may be scheduled as needed to address urgent issues or opportunities.

Success Metrics

- Percentage of departments with active Copilot use cases.
- Number of trained champions and users.
- User satisfaction and feedback scores.
- Reduction in manual or repetitive tasks through Copilot.
- Compliance with governance and security standards.

Governance Model

The task force will operate under the oversight of the Digital Transformation Office. Decisions will be made by consensus, with escalation to executive sponsors when necessary. Documentation and updates will be maintained in a shared collaboration space.