



# COPILLOT

## ZERO TO HERO

*Bi-Weekly Bootcamp Series. Expert-Led Hands-on Sessions.*

### Session 2: Assembling your AI Council: First steps

HOW TO SET UP A CROSS-FUNCTIONAL “COPILLOT TASK FORCE” WITH EXECUTIVE SPONSORS AND CHAMPIONS TO DRIVE THE PROJECT.



**Tracy van der Schyff**

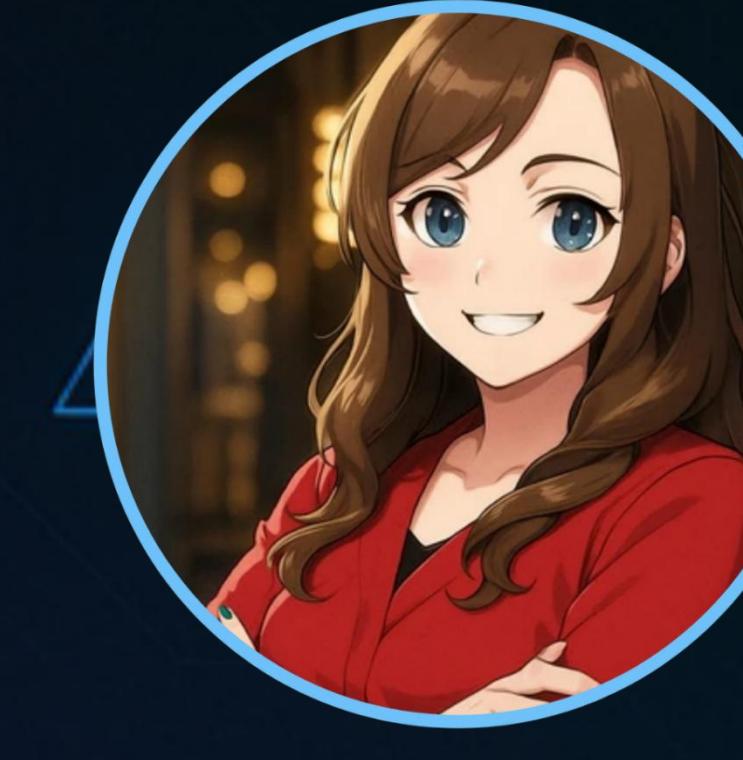
Microsoft's #1 Fan, MVP



# ORGANISERS & PRESENTERS



**Tracy van der Schyff**  
Microsoft's #1 Fan, MVP



**Jacqui Muller (Soup Kitchen De Vil)**  
VP of Everything, UiPath MVP



**Carike Botha**  
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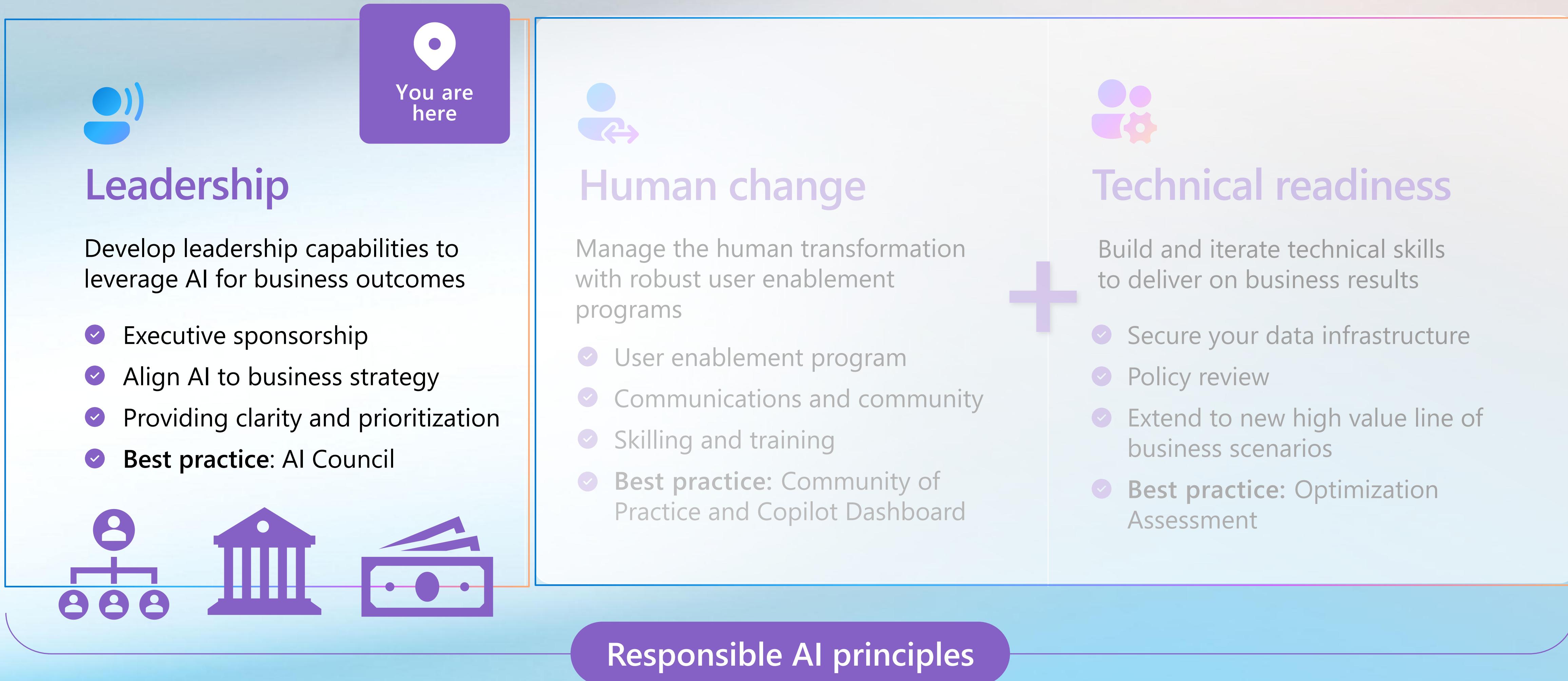
**Warren du Toit**  
Azure Legend, Microsoft

“This new generation of AI will **remove the drudgery of work and unleash creativity.**

There’s an enormous opportunity for AI-powered tools to help alleviate digital debt, build AI aptitude, and empower employees.”

- **Automate** repetitive tasks and free up human creativity.
- **Enhance** decision-making with data-driven insights.
- **Improve** customer and employee experiences.
- **Support** strategic goals through responsible deployment.
- **Transform** work culture by enabling learning, collaboration, and innovation

# 3 Essentials for Copilot success





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# Session 2: Assembling your AI Council: First steps





1 Objectives And Functions

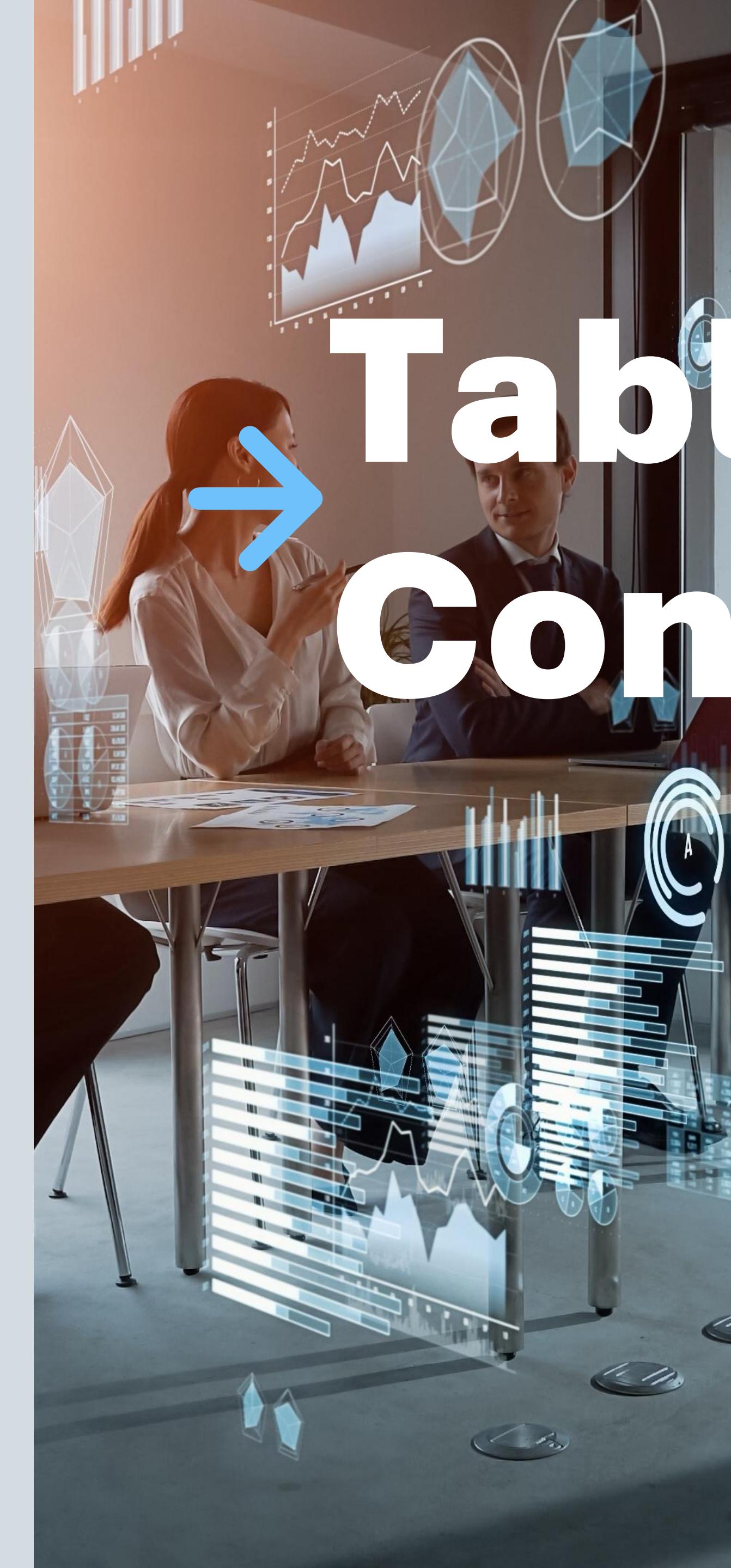
2 Composition And Structure

3 Roles And Responsibilities

4 Processes And Tools

5 Challenges

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# The Objectives and Functions of an AI Council



**AI brings amazing possibilities, but it also comes with serious challenges - like making sure it's fair, protecting people's privacy, being clear about how it works, knowing who's responsible when things go wrong and understanding its impact on society.**



# Why is this necessary?

- 1 Keeps AI On Track
- 2 Manages Risks
- 3 Brings People Together
- 4 Builds Trust
- 5 Drives Smarter Decisions
- 6 Encourages Learning



# Functions:

- Sets And Shares Your **AI Vision And Policies**
- **Reviews And Approves** AI Projects
- **Leads** With Curiosity, Empathy, And Transparency
- **Tracks** How AI Performs - Looking At Fairness, Accuracy, And Impact
- **Supports** Teams With Guidance And Best Practices
- **Engages** With Customers, Partners, And Experts
- **Encourages** Learning And Innovation In AI



# The Composition and Structure of an AI Council



# → Structure



Core Team



Network of  
Experts



Steering  
Committee



Stakeholder  
Group



Diversity

Independence

Transparency

Accountability



Characteristics

# → The Roles and Responsibilities of an AI Council





PREPARE

ONBOARD

DELIVER

OPTIMIZE

## In This Phase, The AI Council Sets The Foundation By:

- **Defining And Sharing** The Organization's AI Vision, Values, And Policies
- **Establishing** Clear Criteria For Reviewing AI Projects (E.G. Feasibility, Risks, Benefits)
- **Reviewing And Approving** Proposed AI Use Cases From Across The Business



PREPARE

ONBOARD

DELIVER

OPTIMIZE

## In This Phase, The AI Council Helps Teams Apply AI Responsibly By:

- **Guiding** Users And Tech Leaders On Best Practices
- **Reviewing And Improving** Proposed AI Projects
- **Consulting** Experts On Legal, Ethical, And Technical Issues
- **Overseeing** Development & Deployment Using Tools Like Audits / Validations
- **Identifying And Managing Risks** With Clear Action Plans



PREPARE

ONBOARD

DELIVER

OPTIMIZE

**The AI Council tracks how AI is performing and what impact it's having. It:**

- **Builds** trust by sharing real experiences—even when things don't go perfectly
- **Engages** with external stakeholders for feedback and collaboration
- **Shares** results through dashboards, reports, and presentations
- **Encourages** learning and innovation across the organization



PREPARE

ONBOARD

DELIVER

OPTIMIZE

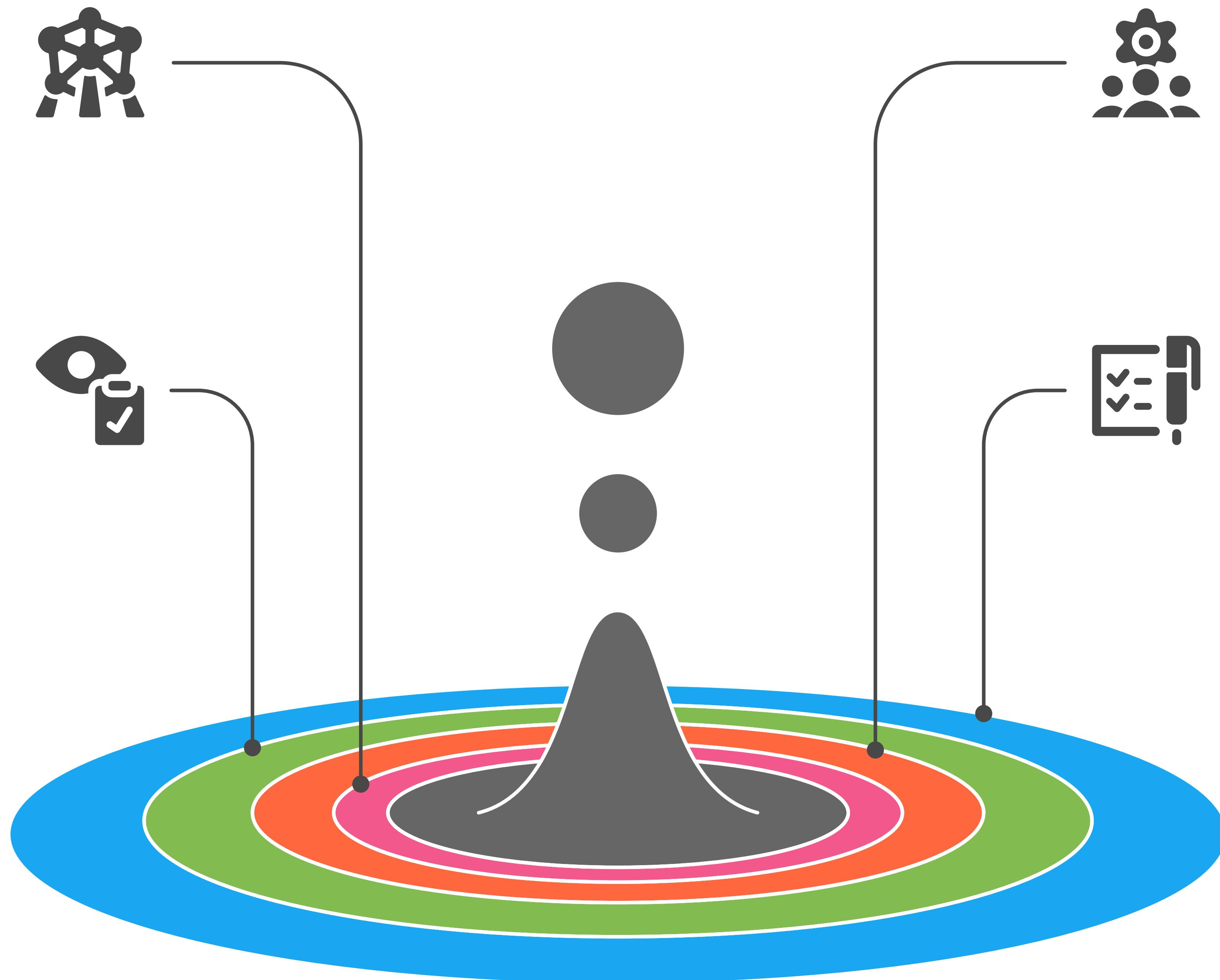
## The AI Council looks ahead by:

- **Exploring** new technologies and AI capabilities
- **Reviewing** feedback and performance to spot opportunities
- **Engaging** with stakeholders to refine strategy
- **Recommending** future AI investments based on insights



# Processes and Tools





## 1. Communication

Tools to share the Council's vision, policies, and outcomes with stakeholders:

- **Meetings:** Regular and ad hoc discussions.
- **Forums & Communities:** Platforms for feedback and engagement.
- **Events:** Town halls and awareness sessions.
- **Newsletters & Websites:** Periodic updates and resource hubs.
- **Presentations & Publications:** Visual and written communications.

## 2. Collaboration

Methods to gather input and co-create AI strategies:

- **Surveys & Interviews:** Collect stakeholder feedback.
- **Focus Groups & Workshops:** Interactive sessions for deeper insights.
- **Communities:** Ongoing engagement with interested groups.

## 3. Evaluation

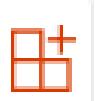
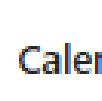
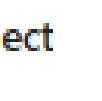
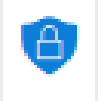
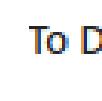
Tools to assess AI initiatives for quality, risk, and impact:

- **Audits, Tests, Validations:** Ensure compliance and performance.
- **Certifications & Assessments:** Evaluate risks, benefits, and impacts.
- **Metrics & Indicators:** Track fairness, accuracy, and sustainability.
- **Mitigation & Contingency Plans:** Address and prepare for risks.

## 4. Documentation

Resources to ensure transparency and accountability:

- **Data Sheets & Model Cards:** Describe data and models used.
- **Fact & Explanation Sheets:** Clarify purpose and logic.
- **Consent Forms:** Secure user permissions.
- **Dashboards & Reports:** Visualize and summarize progress.
- **Knowledge Bases:** Centralized repositories for learning and reference.

 <b>Add-Ins</b> Add-Ins	 <b>Admin</b> Your admin web portal for subscription management.	 <b>Bookings</b> Simplify how you schedule and manage appointments both inside and outside...	 <b>Calendar</b> Manage and share your schedule.
 <b>Clipchamp</b> Make and edit videos.	 <b>Connections</b> Access personalized tools, news, and resources.	 <b>Engage</b> Connect with coworkers and classmates, share information, and organize around...	 <b>Excel</b> Budget, plan, and calculate.
 <b>Forms</b> Customize surveys and quizzes, get real-time results.	 <b>Insights</b> Improve your productivity and wellbeing with Microsoft Viva Insights.	 <b>Kaizala</b> A simple and secure mobile chat app for work.	 <b>Learning</b> Keep learning, keep growing with Viva Learning.
 <b>Lists</b> Allows users to create, share, and track data inside lists.	 <b>Loop</b> Enabling teams to think, plan, and create together.	 <b>OneDrive</b> Safely store files, photos, and more.	 <b>Power Automate</b> Sync files and more to simplify your work.
 <b>Outlook</b> Email, schedule, and set tasks.	 <b>People</b> Group, share, and manage contacts.	 <b>Planner</b> Create plans, organize and assign tasks, share files, and get progress updates.	 <b>Power BI</b> Create actionable, dynamic, and engaging data dashboards you can...
 <b>Power Pages</b> Unleash the power of Copilot to craft secure, low-code business websites with...	 <b>PowerPoint</b> Easily make presentations.	 <b>Project</b> Develop project plans, assign tasks, track progress, and manage budgets.	 <b>Purview</b> Discover, protect, and govern data across your entire data estate.
 <b>Security</b> Go to Security	 <b>SharePoint</b> Share and manage content, knowledge, and applications to empower teamwork.	 <b>Stream</b> Share videos of classes, meetings, presentations, and training sessions.	 <b>Sway</b> Create interactive reports and presentations.
 <b>Teams</b> Meet, share, and chat.	 <b>To Do</b> List and manage your tasks.	 <b>Visio</b> Simplify and communicate complex information visually.	 <b>Whiteboard</b> Ideate and collaborate on a freeform canvas designed for pen, touch and...
 <b>Word</b> Write, share, and make real time edits.		 <b>Viva</b> Explore Viva apps that improve the way you work.	

# Challenges ←



- Future-blind
  - Complexity
  - Rapid Change
  - Authority
  - Timely Impact
  - Inclusive
- Collaboration



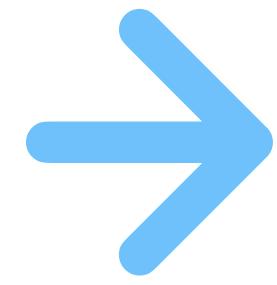
# We can do it!



DO THE THING



**Take-home  
task**



# Activate Your AI Council

## 1. 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.

## 2. 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.

## 3. 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.

## 4. 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.

## 5. Join the Conversation

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

**Deliverable:** Screenshot or link to your post.





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# Thank you