



Bykov-Brett Enterprises

Copilot Rollout

Readiness Checklist

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Prepared by Bykov-Brett Enterprises

Turn Intent Into Impact.

How to Use This Deck



Work through each phase in order.

- ☐ Assign an owner to every phase
- ☐ Complete each phase before moving on
- ☐ Flag blockers and escalate early
- ☐ Revisit key checks after go-live

Technical Readiness



PHASE 1: TECH

Confirm infrastructure is in place before deployment.

- ☐ Microsoft 365 tenancy is up to date
- ☐ Entra ID (AAD) correctly configured
- ☐ Network meets Copilot latency needs
- ☐ Endpoint devices meet minimum spec
- ☐ IT helpdesk briefed on Copilot issues

Licences and Access



Licenses without access plans waste budget.

- ☐ Copilot licences procured for pilot group
- ☐ Licence assignment policy agreed
- ☐ Access tiers defined by role
- ☐ Entitlement review process in place
- ☐ Overage and renewal terms confirmed

Data and Security



DATA SECURITY

Unsecured data is exposed the moment Copilot launches.

- ☐ Sensitivity labels applied across SharePoint
- ☐ Overshared files reviewed and remediated
- ☐ DLP policies updated for Copilot
- ☐ Conditional access policies confirmed
- ☐ Data residency requirements met

People Readiness



Technology fails without people readiness.

- ☐ Leadership sponsorship confirmed
- ☐ Change impact assessment completed
- ☐ Resistant stakeholders identified
- ☐ Champion network recruited
- ☐ Employee concerns addressed in comms

Training Plan



Train for tasks, not just features.

AWARENESS

What is Copilot and why are we using it?

FOUNDATIONS

Core prompting skills and everyday use cases

ROLE-BASED

Workflows specific to each team or function

ADVANCED

Power users, agents, and automation skills

Champion Network



CHAMPIONS

Internal advocates are your fastest adoption lever.

RECRUIT

1 champion per 10 users minimum

EQUIP

Early access and briefing materials

ACTIVATE

Peer sessions and floor-walking

REWARD

Recognition and feedback loops

Communication Plan



Silence breeds resistance. Communicate early.

- ☐ Launch announcement from senior leader
- ☐ FAQ published on intranet from day one
- ☐ Fortnightly update cadence scheduled
- ☐ Feedback channel open from launch
- ☐ Success stories shared across teams

Governance



GOVERNANCE

Agreed policies prevent misuse and build trust.

- ☐ Acceptable use policy published
- ☐ AI output review process defined
- ☐ Incident reporting pathway confirmed
- ☐ Regular audit cadence agreed
- ☐ Compliance sign-off obtained

Go-Live Checklist



All phases complete. Ready to launch.

- ☐ All phase owners have signed off
- ☐ Helpdesk support ticket process live
- ☐ Rollback plan documented and tested
- ☐ Day-one comms scheduled and ready
- ☐ Measurement baseline captured

What Does Success Look Like?



ADOPTION

Monthly active users as share of licensed seats

PRODUCTIVITY

Time saved per user per week, self-reported

SENTIMENT

Pulse survey score at 30, 60 and 90 days

QUALITY

Rate of AI output reviewed before use

KEEP GOING

Adoption is a journey. Review and iterate monthly.



CONTACT

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Jamie specialises in bridging the gap between AI technology and human potential. With a background spanning corporate training, AI strategy, and digital transformation, he helps organisations build AI-ready teams that adopt with confidence. TEDx speaker, CIPD & Herrmann certified, 9.7/10 NPS across 150+ solutions delivered.

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