

Copilot Rollout: Initial Stakeholder Notice

Audience Vendor Management, Legal, and Compliance teams

Purpose Provide first notice of the Microsoft 365 Copilot rollout and request that each team begin assembling resources ahead of working sessions

Channel Email from the Office of the CIO

Constraints Executive length, under 150 words, one clear action, one clear next step

THE COMMUNICATION

From: Office of the CIO

To: Vendor Management, Legal, and Compliance

Subject: Microsoft 365 Copilot Rollout: Early Preparation

Partners,

The CIO's office will move forward with a phased rollout of Microsoft 365 Copilot, and your teams are central to doing it right. Before any licenses are provisioned, we will work through vendor terms, data governance, and regulatory requirements together, and those conversations begin soon.

Between now and then, please identify a primary point of contact for your team and begin gathering what we will need: current Microsoft agreements and licensing terms from Vendor Management, data handling and intellectual property positions from Legal, and applicable regulatory and records obligations from Compliance.

Working session invitations will follow within two weeks. Direct questions to [Name], [Title], who is coordinating this effort for our office.

[CIO Name]

Chief Information Officer