Copilot readiness

Use these four questions with the person who owns the decision. Record evidence for each answer before changing a production setting.

01 **Have you reviewed overshared Microsoft 365 content?**
ANSWER AND EVIDENCE

02 **Are sensitivity labels and retention rules in place?**
ANSWER AND EVIDENCE

03 **Is a pilot group defined with measurable tasks?**
ANSWER AND EVIDENCE

04 **Can users report a risky or incorrect answer?**
ANSWER AND EVIDENCE

What to do next

01 Assign an owner to every unanswered question.
02 Collect the current policy, access and operating evidence.
03 Agree on a small test with a named human approval point.

No customer data is needed for any answer. When the answers point at work, a scoped review is quoted after a scoping call at simplicityitinc.com/scoping-session/. Every example Simplicity IT publishes is fictional and no client is named.