

INNOLIGO

MICROSOFT COPILOT & AI ADOPTION · FOR SMEs

# Adopt Copilot & AI with confidence.

Capture the productivity gains safely. We put the governance, data controls and policies in place that most SMEs skip — so you stay in control and ready for the EU AI Act.

*Director-led · Vendor-neutral · Remote-first across the UK & Europe*

# AI productivity is real — but so is the risk of getting it wrong.



## The upside is genuine

- ✓ **Hours back, every week** Independent research points to ~9+ hours saved per user per month once teams adopt Copilot.
- ✓ **Affordable for SMEs** Copilot Business is ~£17 / user / month — a fraction of the value of the time it returns.
- ✓ **Inside the tools you own** Drafting, summarising and analysis live right inside Word, Excel, Outlook and Teams.



## Where SMEs come unstuck

- ➔ **Licences bought, nothing changes** Without training and a plan, adoption stalls — the licence becomes pure cost.
- ➔ **Copilot surfaces the wrong files** It inherits each user's permissions; messy access means sensitive data gets exposed.
- ➔ **Compliance handled by hope** AI usage, data and the EU AI Act go unaddressed until something forces the issue.

# Two things most SMEs skip — and we never do.



01

## Data exposure

*Copilot can only see what your people can see.*

It inherits each user's existing permissions. If access across SharePoint, OneDrive and Teams is loose — and in most SMEs it is — Copilot will instantly surface salaries, contracts and HR files to people who technically had access but never went looking.



**We fix permissions and add data controls before you switch it on.**



02

## Governance & compliance

*AI without policy is a risk you can't see.*

Staff paste client data into tools without rules. There's no acceptable-use policy, no record of what AI is doing, and no plan for the EU AI Act — whose AI-literacy duty is already in force for organisations using AI.



**We give you the policies, training and records to stay on the right side of it.**

# What's included

Four building blocks that turn “let's try AI” into a safe, measurable rollout.



## Copilot readiness assessment

We score your licensing, data hygiene and use cases — and hand you a prioritised plan so spend goes where it pays back.



## Data governance & permissions

We find and fix oversharing, apply sensitivity labels and restrict access, so Copilot only ever surfaces what it should.



## Pilot design & rollout

A focused pilot with a champion group, real success metrics and the training that turns licences into daily habits.



## EU AI Act readiness

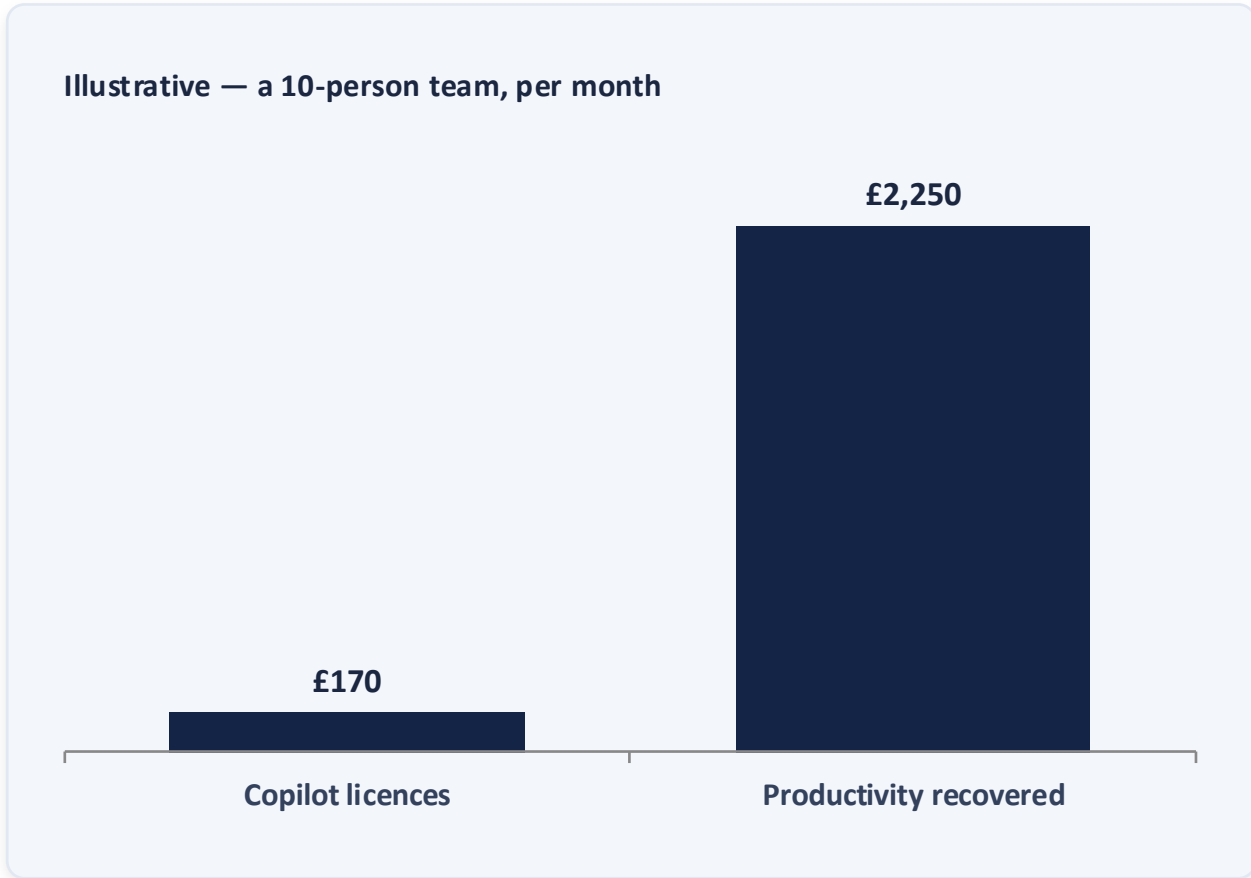
Acceptable-use policy, the staff AI-literacy training the Act now requires, and the records to prove you're in control.

# Tangible deliverables — not vague promises.

The benefit you want	What we hand over — and measure
“Keep our data safe”	Oversharing report — number of exposed sites & files fixed; sensitivity labels live
“Make sure we're ready”	Scored readiness assessment + prioritised remediation roadmap
“Stay compliant”	AI acceptable-use policy, EU AI Act literacy training (with records), data processing record
“Actually save time”	Before/after time saved from the pilot, converted to £ recovered per month
“Don't waste money”	Right-sized licences — free Chat vs paid Copilot — and wasted spend identified

*Every engagement closes with a one-page scorecard — the numbers above, measured, so the value is visible to your board.*

# The maths only works with adoption — that's the part we deliver.




≈ 13x

the value of the licence returned in recovered time

 ~9 hours saved / user / month (Forrester), valued at £25/hr

 ≈ £2,250 recovered vs ≈ £170 in licences for a 10-person team

 But unrealised without training and adoption — a licence nobody uses is just cost

*Figures illustrative for explanation; actual return depends on your team, use cases and adoption.*

# What actually applies to an SME using Copilot.



## You're a “deployer”, not a “provider”

You use AI built by Microsoft. The heaviest obligations sit with the maker, not with you — and everyday Copilot use isn't classed as high-risk.



## The live duty is AI literacy

Since Feb 2025, organisations using AI must ensure staff are adequately trained. That's a requirement we satisfy as part of rollout.



## Plan, don't panic

Most remaining rules apply from Aug 2026, and high-risk duties were deferred to Dec 2027. There's time — if you start putting controls in place now.

## KEY DATES



**FEB 2025**

AI-literacy duty live



**AUG 2025**

Rules for AI model makers



**AUG 2026**

Most remaining rules apply

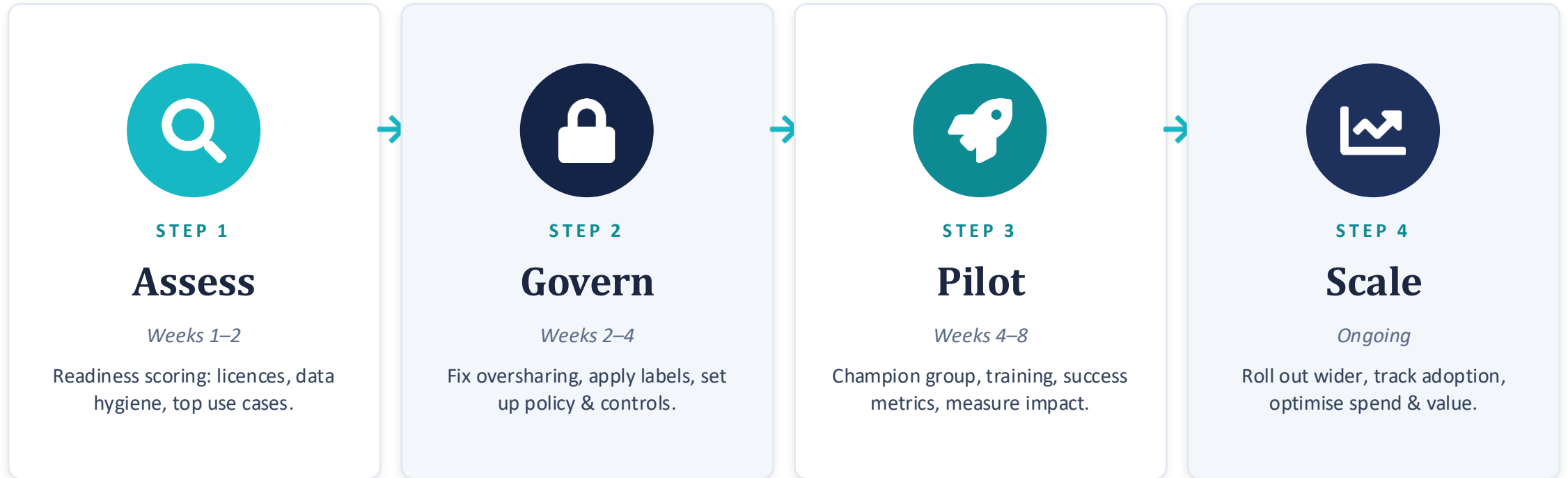


**DEC 2027**

High-risk duties (deferred)

*Max penalties reach €35M / 7% of turnover — reserved for prohibited & high-risk misuse, not routine productivity use.*

# A clear path — from assessment to confident scale-up.



*Engaged as a fractional CIO retainer or a fixed-scope project — your call.*

# Senior IT leadership — without the full-time salary.



## Vendor-neutral

We're not reselling licences. Our advice is yours — sized to what you actually need.



## Director-led

You work directly with senior expertise drawn from enterprise IT, not a junior team.



## Security-first

Governance and data control come before the rollout — never bolted on afterwards.

*“Honest advice, no jargon, no pressure — built around your goals, not a product to sell.”*

**Amit Sharma**  
Founder, INNOLIGO

READY TO ADOPT AI — THE RIGHT WAY?

# Start with a free, no-pressure 30-minute call.



We'll talk through where you are with Copilot, the risks worth fixing first, and whether a fractional retainer or a fixed project fits you best. You'll leave with clear next steps either way.



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