

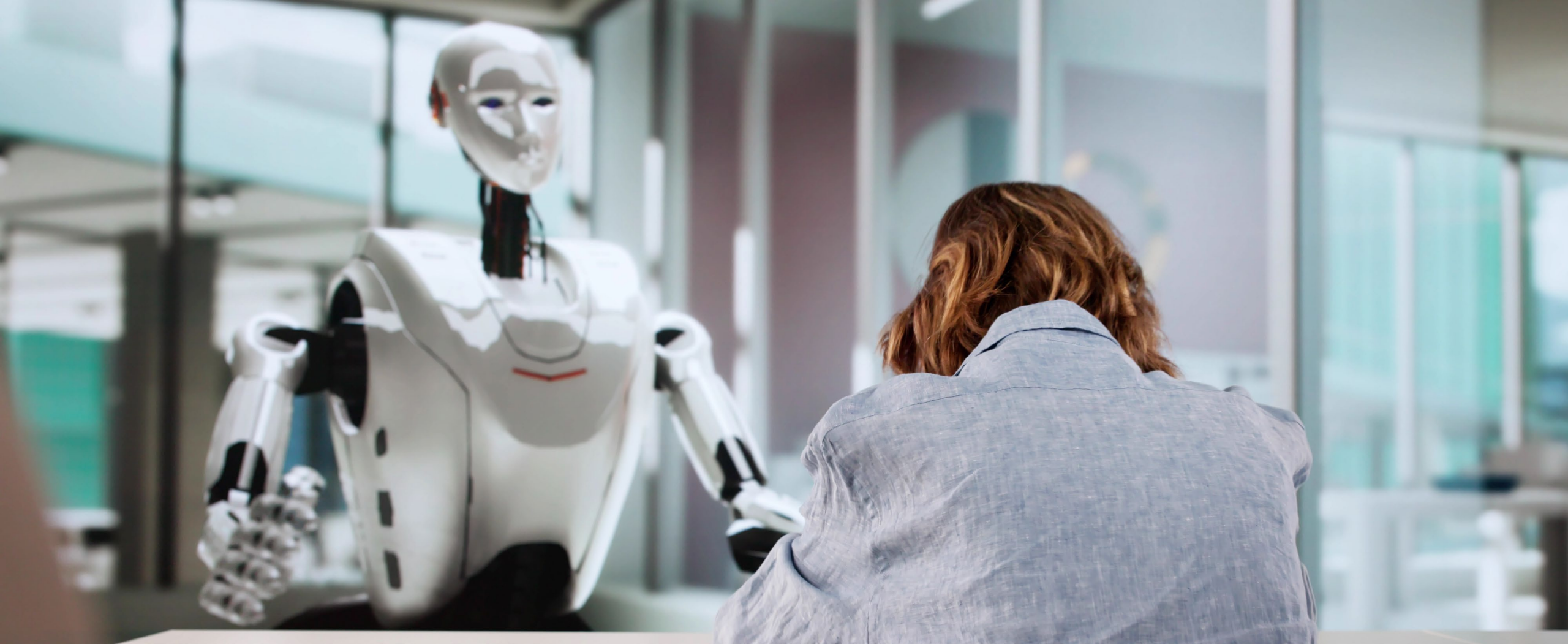


AI in Action

**From Policy to Practical
Application in Government**

IMAGINE IF...





WHAT DO WE MEAN BY "AI"

What it looks like in practice

NORTH
Dakota
Be Legendary.™

WHAT DO WE MEAN BY AI



Advanced analytics
(digging through data)

Predictive analytics
(forecasting)

Generative AI
(creating content)

Productivity tools
(ex Microsoft 365 Copilot)

WHAT DO WE MEAN BY AI





WHAT DO WE MEAN BY AI

- **It's like:**

- Electricity
- Internal combustion engine

- **What it is not:**

- Magic bullet
- Set and forget solution

WHY DATA GOVERNANCE & MATURITY MATTER

- The foundation of using AI is **data maturity**.
- **Quality matters!**



WHY DATA GOVERNANCE & MATURITY MATTER



- Knowing where your data is



- Controlling who can access it



- Protecting sensitive information

WHY DATA GOVERNANCE & MATURITY MATTER



- Policies & Guidelines
- Roles like **data stewards** help manage this.

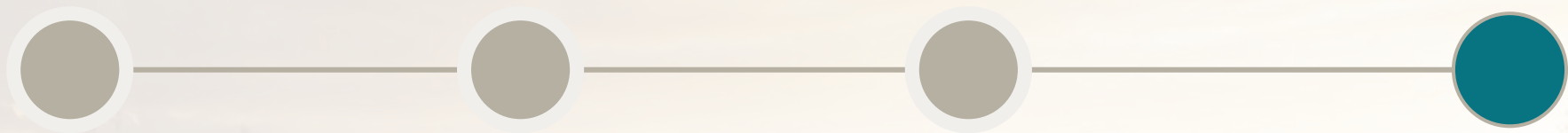


- Improper use can lead to disaster



- Technical Controls

OUR JOURNEY



Stage 1
**Developed Supporting
Polices and Guidelines**

Stage 2
Proof of Concept & Pilots

Stage 3
Implementation

Stage 4
**Broader Adoption &
Governance**

Timeline

2023

2024

2025

Q4 2025 into 2026

Purpose

Review product and determine technical and end-user implementation considerations and requirements.

Specific use case PoC and pilots which leveraged GenAI as chatbot interfaces.

Early testing of AI based productivity tools

Targeted PoC, pilot, and operationalizing of general productivity focused and development tool sets

Updates to policies and guidelines to incorporate newer capabilities such as agentic.

Expansion of governance and technical controls of productivity tools to allow for wider adoption

Practical Use

WHAT IS AI?

The ability of a digital computer to perform tasks commonly associated with intelligent beings.

What is Microsoft Copilot?

A virtual and personal assistant for each of its users.



It is an AI-powered productivity tool that is designed to help cut down employee time spent on manual and routine tasks. With the integrated license, it will appear directly within the MS Office applications used by staff.

Example Copilot Use Cases

Sample Prompts

Meeting Management

Alleviate administrative burden



- What were the action items from this call?
- I was late to join, catch me up on what I missed.

Document Discovery

Perform the navigation and search your files



- Can you find the last resume I opened?
- What are our company holidays?

Editing Content

Provide copywriting supports to improve quality and iterations of writing



- Can you make this email more concise?
- Rewrite this paragraph in a more formal tone.

Creating Content

Help brainstorm ideas and draft content for a variety of uses



- Draft an email to my supervisor with an update on...
- Write an introduction to...
- Add a slide about...

1

Microsoft Copilot Overview

What is it? How is NDIT approaching its rollout?

2

Copilot's Core Capabilities and Use Cases

How can it be used?

Copilot Chat

Copilot O365 Integration

Copilot in Action Scenarios and Examples

3

Copilot and User Experience

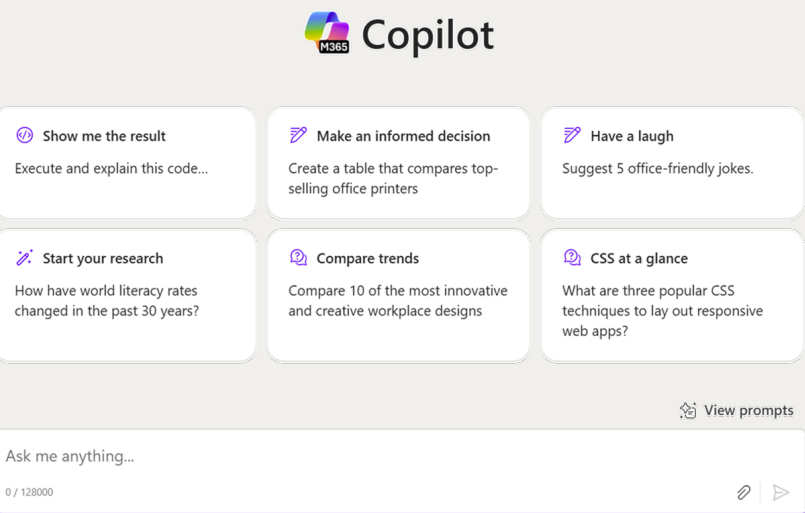
How can Copilot assist Team ND in their workday?

Copilot's Core Capabilities

Microsoft Copilot has two core capabilities to help end users generate the content they need. You have both available to you as part of your license.

Copilot Chat

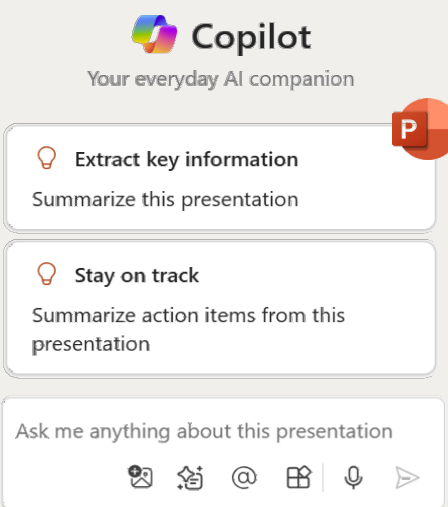
A secure AI chatbot that allows users to submit prompts and generates content.



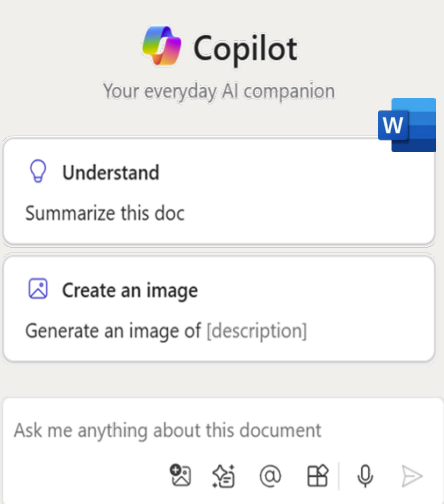
Copilot Chat

Copilot M365 Integration

An expanded version of Copilot that integrates within Microsoft 365 applications to help users with completing everyday tasks. You should see the Copilot logo when you open any Microsoft Office application.



Copilot in PowerPoint



Copilot in Word

COPILOT'S CORE CAPABILITIES: COPILOT CHAT

Copilot Chat

NOTE: Copilot Chat includes the expanded integrated capabilities. However, it can also be used for more general prompts.

Copilot Chat is an AI chatbot that allows users to submit prompts and generates content. Copilot Chat functions similarly to ChatGPT. However, it provides a much more secure environment to ask questions and submit requests. With Copilot Chat, you can feel comfortable entering workplace related data.

There are two modes:

- **work version** that integrates your work data (emails, files, etc.) and leverages them to respond to your prompts *[Included in the paid add-on license]*.
- **web version** that uses direct internet access to respond to your prompts. *[Included with the M365 Premium license (subject to availability)]*.



DATA PRIVACY AND ACCESS

Sphere of Control-based Access & Copilot Reference Materials

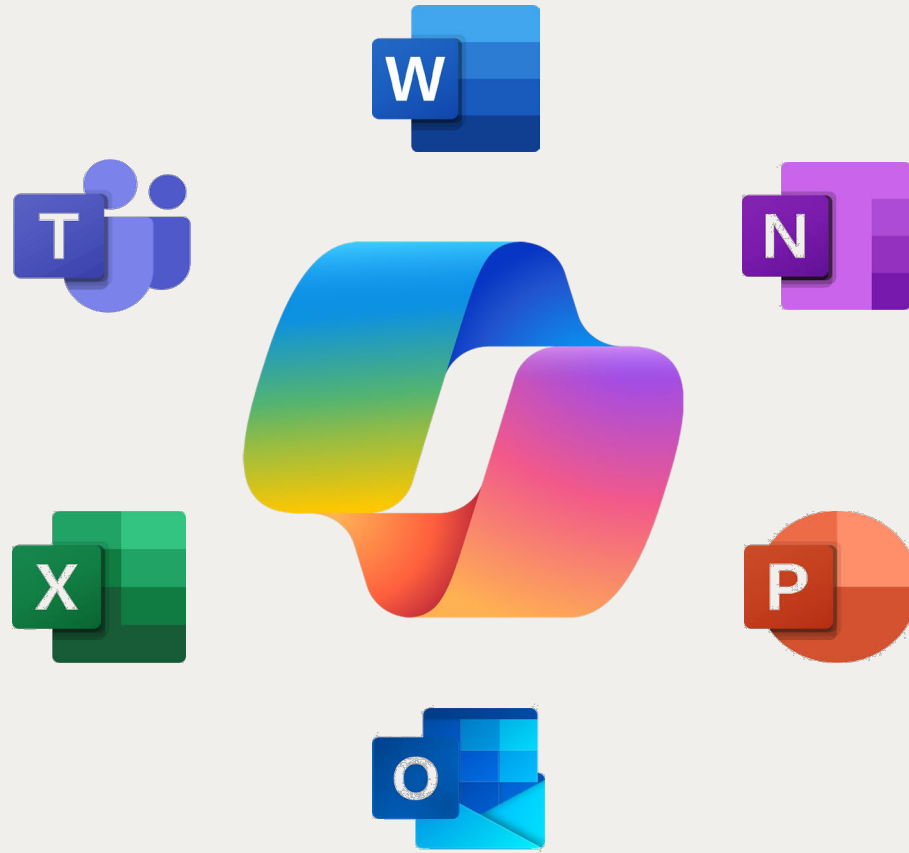
Please note that by default Copilot has access to whatever you've been granted access to. Each user experience is a little different based on your access and the SharePoint sites that your agency has whitelisted. Copilot essentially translates your prompt into a series of searches using "Microsoft Search" and its own trained knowledge base.



**Users only see
content based on
their current
access control**

**This is
why data govern
ance matters!**

COPILOT'S CORE CAPABILITIES: O365 INTEGRATION



COPILOT IS BEST EQUIPPED TO HELP WITH...



Meeting Management

Copilot can perform tasks related to the preparation, management, or follow-up from a meeting.



Information Discovery

Can help brainstorm new ideas or search and find relevant files and information.



Drafting and Editing

Copilot can draft or edit content, including documents, PowerPoints, and emails.



Summarization

Copilot can summarize or generate key points from any piece of existing information.



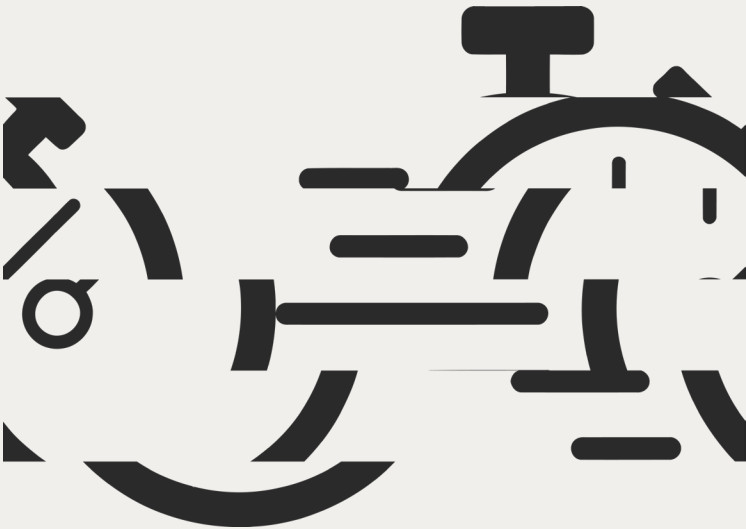
Copilot in Action

Scenarios and Use Cases to Integrate Copilot Into Your Workday

COMMON DAILY USAGE SCENARIOS

The scenarios on the right are some of the most common use cases that can be integrated into your day.

Applying these scenarios can be one of the quickest and most recurring ways to save time with Copilot.



Use Case Prompt Scenarios



Emails & Outlook

Long Email Threads

Sick of having to scroll backwards through an Outlook thread to even understand what the discussion covers and what decisions were made?

Use the '**Summarize**' option in Outlook to gather the key points.

Draft Email

Nervous to send that one email due to content sensitivity or complexity?

Use a '**Draft an Email...**' prompt to get a strong starter version, using prompt engineering best practices and direction on key content and sources to include.



MS Teams

Meeting Notes

While meeting minutes are everyone's favorite task, it can be hard to capture everything in the moment and time intensive to clean up so they can be sent to a broader audience.

Use a **Summarize Meeting** prompt to get a readout that covers key items.

Meeting Recaps

Missed a meeting due to vacation or schedule conflicts?

Use the **Recap Meeting** option in Teams

Recap Meeting so Far

Five minutes late to a meeting and do not want to disrupt the flow to ask what has already been covered?

Use the **Recap the Meeting so Far** option in Teams



O365 Suite – Environment/Information Scanning

Summarize Week

This week was a blur, what did I even work on?

Use a '**Summarize My Week**' prompt, customizing based on particular subjects (e.g., listing relevant projects or teams) to get a readout of the week.

Find Relevant Files

Trying to find that one file?

Use a '**File Access**' prompt to find the location of the document you're trying to access.

A HELPING HAND TO....

'JUST FIND OR REMEMBER THAT ONE THING'

The chase and hunt for that **one** piece of information or file can be one of the most time intensive and frustrating tasks that nearly all of us must do on a daily basis.

A key value add to the integrated version is the ability to look at files and information related to an individual's own workday and workflow.



Prompt Scenarios

Email Discovery and Summation	<i>What action items were detailed in Project X's follow-up emails sent in the last week of February? Was an update sent by John Doe via email that details completed actions?</i>
Follow-up and Checks	<i>Did the email with the revised report go out on Friday to Jane Doe?</i>
File Access	<i>Where is the latest version of the monthly report that John Doe is updating for the Project X?</i>

NOW IMAGINE IF...

