

COMPUGEN

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# Wheels Up Checklist

Preparing for  
Copilot Adoption



# Wheels Up

## Preparing for Copilot Adoption

Adopting Microsoft Copilot can feel like preparing for an unfamiliar flight: full of promise, but also uncertainty. Between the hype and the headlines, many IT and business leaders hesitate to move forward. You may be worried about data exposure or compliance. You may also be wondering how your organization will respond. Will teams resist adoption or struggle to stay within security guardrails? Or perhaps you simply don't have time to separate what's real from what's next.

Those concerns are completely understandable, but they don't have to mean delays. This checklist is designed to give you a clear, practical starting point: the preflight checks that help you confirm your organization's readiness and set a safe, strategic course for adoption.

Because AI isn't autopilot. It takes human guidance, coordination, and control to keep your Copilot rollout aligned, governed, and ready for a safe, successful flight.

# 5 Preflight Checks for a Smooth, Secure, and Effective Copilot Rollout

1.

## Verify Data Hygiene and Access Controls

You want to encourage people within your organization to use Copilot, but within a permitted environment—like a playground with a fence. Ensure you have that fence built before rolling out Copilot, so sensitive data won't end up in unexpected hands. Audit your data sources, permissions, and sharing rules to confirm users only have access to what they should.

*If your data isn't ready, your AI isn't ready or secure for flight.*

2.

## Define Roles and Use Cases

Clarify who will use Copilot and why. Identify early adopters and high-impact workflows to demonstrate value quickly and safely. Pinpoint anticipated friction and create communications and a plan to address it upfront, so rollout will be smoother.

*A clear flight crew and mission will keep everyone aligned, and Copilot's use purposeful.*

3.

## Establish Security and Usage Policies

Document your acceptable-use standards, risk thresholds, and compliance guidelines before takeoff. Ensure Copilot's insights stay within governed airspace.

*Governance keeps innovation on course.*

4.

## Plan Training and Change Management

Build confidence and address pushback through onboarding, sample scenarios, and user feedback loops. Empower your teams to see Copilot as a trusted copilot, not an autopilot.

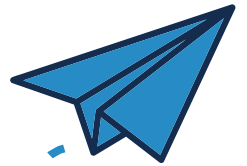
*Prepared pilots make smoother flights.*

5.

## Set Metrics and Escalation Paths

Like any technology, Copilot adoption sees success when it's clearly aligned to business goals and use cases. Set clear success indicators upfront—such as productivity gains, efficiency, and adoption rates—and plan what to do when things go off course.

*Know your cruising altitude, log your flight data, and don't mistake takeoff for arrival.*



The logo for Compugen Systems Inc. features the word "COMPUGÉN" in a white, sans-serif font. The letter "E" is stylized with three horizontal lines extending to the right. The background of the entire page is a dark blue, textured image of a mountain range under a cloudy sky. A dashed line in shades of blue and red starts from the top left, loops around the logo, and continues towards the right side of the page.

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# Ready for Takeoff?

Compugen Systems Inc.'s Copilot Assessment and Vision + Value Workshop will turn this checklist into a full flight plan, with policies, processes, expectations, and success metrics tailored to your team.

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