

Meet Copilot: A New Way to Get Work Done



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3 min read

TL;DR: M365 Copilot is now available to all PMI employees in Microsoft 365. Start small with simple everyday tasks, explore our new [AI Tools and Resources](#) page, and refresh yourself on our [AI Policy](#) before getting started.

Built directly into the Microsoft 365 tools you already use — Outlook, Teams, Word, PowerPoint, and Excel — Copilot is designed to reduce friction, improve quality, increase speed, and maximize capacity. Now, you can draft, summarize, organize, and find information faster, so you spend less time on routine work and more time on work that creates value for our members, community, partners, and each other.

As an added benefit, Copilot runs within PMI's secure Microsoft 365 environment and aligns with our existing data protection and information security policies. There is no new app to learn, no setup, and minimal friction. You can start using it right away.

Why it Matters

This rollout is part of our broader AI work, building AI capability internally while advancing our external efforts through PMIXAI and the [AI Content and Innovation Platform](#) (CIP). We will continuously evaluate what is emerging and adopt what actually helps PMI, safely.

As tools evolve, the core skill is the same: knowing how to work effectively with AI. The habits you build using Copilot will transfer to whatever tools come next. The organizations that will thrive are not those with the most advanced tools on day one, but those that develop real comfort and skill with AI and keep building on it. That is a collective advantage, and it starts with each of us.

Watch the [recording](#) of our **11 February PMI Live** to learn how this rollout connects directly to PMIXAI and how we are building AI capability across the organization.



Getting Started

The best way to build confidence with Copilot is to start small and practical. Here are some ideas for ways you can get started using it:

- Summarize a long email thread and propose next steps in Outlook
- Find files and information faster across SharePoint
- Turn Teams meeting notes into clear actions with owners and deadlines
- Analyze and create a summary of data in Excel
- Draft an outline for a Word document or PowerPoint presentation

Copilot can help generate and organize content, but you remain accountable for accuracy, quality, and decisions.

Copilot Training & Resources

Need support? Our Talent Development, IT, and TMO teams have a few ways to help!

- Explore our [AI Tools and Resources](#) page for guidance, resources, and training.
- Join [Embrace AI](#), our Viva Engage community, where you can engage in discussions, share learnings, and pass along news and insights about all things AI.
- Join [Copilot Corner](#), our monthly meeting series for questions, practical examples, and shared learning — starting this Friday, 13 February.

Refresh Yourself on Our AI Policy

Copilot supports how you work, but it does not replace expertise or judgment. You remain accountable for the quality, accuracy, and decisions behind your work.

Review our [AI Policy](#), which outlines expectations for appropriate use and applies to Copilot and all AI tools at PMI.

As Copilot becomes part of your everyday tools, use it in ways that make the most sense for your role and workflow. It won't replace your expertise, but it can help you move faster through the basics so you can spend more time on the work that matters. Apply your judgment, focus on where it adds clarity and efficiency, and build from there.

Thank you for learning, adapting, and raising both the floor and the ceiling for PMI and our profession. Together, we can simplify how work gets done and strengthen how we deliver impact across PMI.