



A day in the life of an Operations manager



7:00 AM

Megan meets with the production team at the overseas manufacturing site to discuss changes required for new product updates.



Copilot in Teams

What are some good follow up questions to make sure I understand the impact on the manufacturing process for each product update we discussed?

8:30 AM

At the office Megan reviews the manufacturing cost impacts of suggested product design changes.



Copilot in Excel

Add a column that totals the additional costs for the priority 1 updates.

9:00 AM

Megan asks Copilot to create a new presentation based on the Product Design Guidelines and then she copies in the charts from the cost analysis.



Copilot in PowerPoint

Create a presentation from [Word document link to Project Contoso Product Design Guidelines]

4:00 PM

Megan needs to finish up the leadership white paper for her new product proposals. She asks Copilot to revise some of the sections and adds an executive summary.



Copilot in Word

I need to share the main points in an executive summary. Write three paragraphs that include why these points are important to our company.

2:00 PM

After a lunch meeting, Megan uses Copilot to summarize her new emails and draft responses. She also reviews the recap of a meeting she missed and asks Copilot to list her action items.

Copilot in Teams

What are the action items from the meeting include who proposed the item and who was designated as being responsible.

11:00 AM

Catching up on requests for time off, Megan asks Copilot to find all emails from this month asking for time off. The requests all look good, so she asks Copilot to draft approval messages.



Microsoft Copilot

Find all of the emails I received this month where people are asking for time off.

Megan leads a product development team