

Copilot-Ready Data Checklist

Trusted data for confident Copilot and GenAI outcomes

Copilot delivers value only when it works with trusted, business-purpose-classified, and governed data.

EncompaaS ensures your data is prepared, compliant, and ready — enabling accurate, actionable, and enterprise-safe outcomes.



Discovery & Inventory

- Map your data landscape (cloud, on-premises, legacy, “dark data”)
- Identify ROT (redundant, obsolete, trivial) content
- Locate sensitive and high-value repositories
- Confirm repositories are connected to EncompaaS and accessible for Copilot



Insight: Discovery provides visibility across the entire data landscape and highlights where to focus first for the fastest impact.



Classification & Quality

- Apply business purpose classifications consistently
- Enrich priority content with contextual metadata
- Reduce ROT and keep only data with clear business purpose
- Maintain a catalogue of ownership and lifecycle states



Insight: Classification and enrichment transform raw data into trusted intelligence that Copilot can rely on



Access & Security

- Confirm access controls are consistently enforced
- Ensure Copilot respects repository-level permissions
- Align security roles with business function ownership



Insight: Strong access governance ensures Copilot surfaces information only to the right users.



Privacy & Compliance

- Identify and govern PII and other regulated data
- Apply retention and minimisation policies
- Document approved Copilot use with sensitive content



Insight: Built-in compliance reduces regulatory risk and supports responsible adoption at scale.



Governance & Oversight

- Define clear usage policies for Copilot
- Assign ownership across business, IT, and legal
- Automate governance through classification and metadata



Insight: Effective governance creates trust in Copilot outputs and prevents costly rework.



Monitoring & Assurance

- Enable logging of Copilot queries and responses
- Review usage patterns and activity regularly
- Feed insights back into governance policies



Insight: Continuous monitoring provides operational assurance and strengthens decision-making over time.



Change Management & Enablement

- Designate champions to model best practice
- Align stakeholders across IT, legal, and business
- Provide ongoing education as Copilot evolves



Insight: Enterprise-wide enablement accelerates adoption and drives measurable ROI.



Scaling & Optimisation

- Expand adoption to additional departments and repositories
- Refine classifications and governance based on usage feedback
- Integrate new business processes and use cases
- Measure ROI and value realisation on a quarterly basis



Insight: Scaling with the right foundation multiplies impact, driving enterprise-wide transformation and sustained ROI.

Accelerate GenAI readiness with EncompaaS

Turn fragmented information into curated knowledge
— trusted, governed, and ready for Copilot.



info@encompaaS.cloud



encompaaS.cloud