A day in the life of an Audit, Risk and Compliance (ARC) Data Solution Manager ▶️

Available with:
Copilot for Microsoft 365 and AI Builder

Scenario level: ● ● ●
Build

Benefits | 🕐 ~1 hour per week | 🔄 Areas of investment: Automation | ⭐ Conducting more audits

Shali
is an ARC Data Solution Manager ⬇️

8:00 am

Shali starts her day using Microsoft Copilot[1] to catch up on action items from the previous day. She also asks Copilot to prepare her for her upcoming meeting.

Copilot

Help me prep for my upcoming meetings I have today; including action items from the meeting. Draft follow up meeting agenda from meeting.

9:30 am

Shali later starts drafting a proposal for senior leadership review using the Meeting Recap and relevant files. She asks Copilot in Word to revise the draft to be more concise.

Copilot in Word

Write a project proposal using meeting notes in concise tone. List the pros and cons of solution from meeting notes. Visualize as a table.

10:00 am

Shali updates the reporting for stakeholders. She asks Copilot in Power BI to create an Intro tab and additional insights tab for her to explore other ideas.

Copilot in Power BI

Create a page to monitor the project scheduled hours, resource availability, and identify any gaps or overloads. Create DAX measure in Suggestions with Copilot.

4:00 pm

Shali uses Copilot in Outlook to summarize new emails and draft the project status update emails to the stakeholders.

Copilot in Outlook

Summarize the email and reply to confirm action items. Coaching with Copilot.

2:00 pm

She uses Power Apps to collect insights from various sources either text input or uploaded files. She asks Copilot in Power Apps to first suggest relevant fields then create an app based on the ask.

Copilot in PowerApps

Create an app to collect insights from files or text input box. Add a screen to display all insights with dropdown boxes on submitter.

11:00 am

After reviewing the reporting, Shali wants to set up automated alerts for potential overloads. She asks Copilot in Power Automate to create a flow to automate the process and analyze the automation activities.

Copilot in Power Automate

Write a SQL query to list all the audit projects in FY24.Create an automate flow that send alerts to users about Power BI reporting. Ask Copilot about which flow had the most run failures today?

[1]Access Copilot at Copilot.Microsoft.com, from the Windows taskbar or Edge browser, or in the Copilot app in Teams, and set toggle to "Work".

Internal