

Leadership Briefing Agent

Turns the Outlook calendar and inbox evidence into a prioritised, editable weekly leadership briefing - automatically generated as a branded Word document and securely linked back to the user.



FUNCTIONING PROTOTYPE
• ACCEPTANCE TESTED



The Challenge

Senior leaders must combine diary commitments, emails, deadlines and preparation requirements manually. Important dependencies can be hidden across separate Microsoft 365 sources.



The Solution

Copilot Studio retrieves calendar and recent email evidence, cross-references it, prioritises leadership attention and passes eight structured sections to Power Automate for Word generation.



The Value

Creates a repeatable weekly briefing process focused on decisions, deadlines, dependencies and reusable preparation - reducing manual synthesis while keeping leadership judgement with the user.

Apps used



Outlook



Power Automate



Copilot Studio



Word Online (Business)



OneDrive for Business

End-to-End User Journey

- 1 → Leader asks for this week / next week briefing
- 2 → Outlook Calendar and Inbox analysed
- 3 → Evidence cross-referenced and prioritised
- 4 → Power Automate generates Word doc
- 5 → Organisation-only share link returned
- 6 → Staff review & edit if necessary



“Turning the week ahead into clear leadership priorities.”