Tool Availability by Risk Review Status

Primary Use	Available	Exploring		Does Not Meet Standards
		Meets Standards	Currently Pending Risk Review	
Personal Assistant (AI Chatbots) **Skill Level: Beginner** *(GPT-powered, conversational and generative AI for text, code and image generation)*	• **Microsoft Copilot for Web** *Also referred to as Copilot Enterprise with Commercial Data Protection* • **ChatGPT Edu**			• ChatGPT (Personal)
Meeting Assistant **Skill Level: Beginner** *(Transcription and recap capabilities embedded within existing videoconferencing tools)*	• **Microsoft Teams Premium** • **Zoom AI Companion**		• **Read AI** • **Otter.ai**	
Productivity Assistant **Skill Level: Beginner** *(Conversational and generative AI capabililities embedded within existing technology services)*	**Microsoft Copilot for Work** ** Also referred to as Copilot for M365*			
AI Development **Skill Level: Intermediate to Advanced** *(Buildout custom AI models, chatbots, bots, plugins and applications)*		• **Copilot Studio** *(Intermediate/Requires proficiency with Microsoft suite; for building low/no-code chatbots/plugins)* • **Azure AI Studio** *(Advanced; robust developer suite for building and training custom AI models, bots, chatbots, and applications)*		

Last Updated: 2/2/2026