

AI use cases — v2

Objective

Boost efficiency and decision-making efficacy across XN's teams by leveraging AI for automation and insight generation. Goal is to free employees from low-value, manual tasks to focus on high-value analysis, judgement, and alpha generation.

Investment Research & Analysis

IR-01: Earnings Preview Generator

Trigger: 24-48 hours before scheduled earnings release (detected via earnings calendar)

Process: AI compiles pre-earnings briefing for upcoming report. Pulls current consensus estimates and recent revision trends. Surfaces XN's internal expectations from BipSync notes and compares against Street. Identifies key debates and controversies from recent broker research. Extracts questions management dodged or addressed poorly last quarter. Flags specific metrics and commentary topics to monitor.

Output: Earnings preview document posted to relevant Slack channel containing: (1) Consensus estimates for key metrics with recent revision direction, (2) XN view vs. Street (where we differ and why), (3) Key debates to listen for (e.g., "Street expects margin expansion but management has been noncommittal") (4) Management credibility check (did they deliver on last quarter's promises?)

IR-02: Investment Memo Devil's Advocate

Trigger: Analyst uploads draft investment memo (Word/PDF) to designated folder or Slack channel

Output: Pre-mortem document delivered to analyst containing: (1) Summary of thesis as understood, (2) Contradictory evidence with source citations and links, (3) Risk factors not addressed in memo, (4) Questions the IC might ask, (5) Historical analogies of similar setups that failed

IR-03: Research Document Q&A Bot

Trigger: Natural language question asked via Slack command (e.g., What's our thesis on NVDA?)

Process: AI interprets the question, searches across all connected sources, retrieves relevant passages, and synthesizes a coherent answer. Cites specific documents and timestamps. If information is stale (>90 days), flags this in response.

Output: Slack response containing: (1) Direct answer to question, (2) Supporting evidence with citations, (3) Links to source documents, (4) Date of most recent relevant information, (5) Follow-up questions to refine if needed

IR-04: Automated Research Digest

Trigger: Daily schedule (6:00 AM) or on-demand request

Process: AI identifies new research relevant to each analyst's coverage universe. Summarizes key points from each piece. Personalizes digest based on individual coverage assignments and stated interests. Prioritizes by materiality

and timeliness.

Output: Personalized email to each analyst containing: (1) Priority reads with one-sentence summaries, (2) Secondary reads organized by ticker, (3) "You might have missed" section for tangentially relevant items, (4) Direct links to full documents

IR-05: Company Comps Generator

Trigger: On demand or upon submission

Process: AI identifies appropriate peer set based on sector, business model, and size. Pulls current financials and forward estimates. Calculates relevant multiples (EV/Revenue, EV/EBITDA, P/E, etc.). Formats into XN's standard comp table template.

Output: Excel file (maybe dashboard?) containing: (1) Formatted comp table with peers, (2) Trading multiples (current, NTM, historical range), (3) Growth and margin metrics, (4) Data footnotes with pull dates, (5) Suggested additions/removals based on AI peer analysis

IR-06: Consensus Estimate Change Monitor

Trigger: Daily schedule (7:00 AM) and real-time for material changes (>5% revision)

Process: AI monitors estimate revisions across XN's coverage universe. Calculates magnitude of change versus prior consensus. Identifies which analysts revised and their historical accuracy. Contextualizes change against recent company news or events.

Output: Alert for material changes containing: (1) Ticker and metric changed, (2) Old vs. new consensus, (3) Which analysts revised and direction, (4) Likely catalyst (linked to recent news if identifiable), (5) Historical context (is this analyst typically early/accurate?). Daily summary email with all changes.

IR-07: Expert Call Insight Extractor

Trigger: New expert transcript available in AlphaSense/Tegus

Process: AI reads expert transcript and extracts: key claims with confidence level, data points cited, areas of expertise validation, and potential biases. Compares expert's view against other experts on same topic. Cross-references against XN's internal thesis.

IR-08: Investment Memo First Draft Generator

Trigger: Analyst request with specified ticker and thesis direction

Process: AI gathers all available information on the company. Structures a first draft (at least business context?) following XN's investment memo template. Populates sections with relevant data and analysis. Flags gaps where additional research is needed. Includes placeholder for analyst's proprietary view.

Output: Word document containing: (1) Company overview with key statistics, (2) Industry context and competitive position, (3) Historical financial summary, (4) Valuation analysis with comps, (5) Risk factors from 10-K, (6) Thesis section (placeholder for analyst input), (7) Flagged gaps requiring additional work

IR-09: Quantitative Screen with Qualitative Filter

Trigger: Weekly schedule (Monday 6:00 AM) or on-demand with custom parameters

Process: AI runs quantitative screen based on specified parameters (e.g., Revenue growth >20%, P/E <20, Market cap >\$5B). For companies passing quant screen, reads most recent earnings transcript and filters for qualitative keywords (e.g., "AI tailwinds," "market share gains," "new product launch"). Ranks results by combined score.

Output: Report containing: (1) List of companies passing both filters, (2) Key statistics for each, (3) Relevant transcript excerpts explaining qualitative match, (4) Link to full screen results, (5) Changes versus prior week's screen

IR-10: Macro Event Portfolio Impact Analyzer

Trigger: Major news event detected (e.g., "port strike," "tariff announcement," "rate decision") or on-demand query

Process: AI identifies the macro event and relevant keywords. Searches all portfolio company docs for related risk factor disclosures. Analyzes management commentary on the topic from recent transcripts. Maps potential exposure by position size.

Output: Risk exposure report containing: (1) Event summary, (2) Portfolio companies with relevant risk factor language (with excerpts), (3) Management commentary on the topic, (4) Position-weighted exposure ranking, (5) Historical examples of similar events and portfolio impact

IR-11: Portfolio Scenario Analyzer

Trigger: On-demand request specifying scenario parameters

Process: AI models portfolio impact under specified scenarios (e.g., rates +100bps, oil +20%, recession probability increase). Uses historical factor sensitivities and company-specific exposures. Generates range of outcomes with confidence intervals.

Output: Scenario analysis report containing: (1) Portfolio P&L impact under base/bull/bear for each scenario, (2) Most exposed positions (positive and negative), (3) Factor decomposition of exposures, (4) Hedging suggestions, (5) Historical analogs and actual outcomes

IR-12: Quarterly Performance Review Data Compiler

Trigger: Month-end schedule (T+3 after month close) or on-demand

Process: AI aggregates performance data across required dimensions: attribution by sector/position, alpha vs. beta decomposition, gross/net returns, factor exposures, portfolio turnover, win/loss rates, ROIC by position.

Output: Formatted QPR data package containing: (1) Performance summary tables, (2) Attribution waterfall, (3) Factor exposure charts, (4) Position-level P&L, (5) QoQ and YoY comparisons

IR-13: Trading Strategy Back-tester

Trigger: On-demand request with specified strategy parameters

Process: AI backtests specified trading intuitions (e.g., sizing rules, entry/exit timing, options strategies) against historical data. Accounts for transaction costs, slippage, and corporate actions. Generates performance statistics and identifies regime-dependent results.

Output: Backtest report containing: (1) Strategy P&L over test period, (2) Risk-adjusted returns, (3) Comparison to alternative parameter sets, (4) Statistical significance assessment

Market Intelligence

MI-01: Portfolio Company News Monitor

Trigger: Continuous (real-time during market hours) with daily digest at 6:30 AM

Process: AI monitors all news sources for portfolio company mentions. Scores each item for materiality (price-moving potential) and relevance. Filters out noise (routine press releases, duplicate coverage). Clusters related stories.

Output: Real-time Slack alerts for high-materiality items. Daily digest email containing: (1) Top stories by position with one-sentence summaries, (2) Sentiment indicators, (3) Stories requiring analyst attention flagged, (4) Coverage gaps (positions with no recent news)

MI-02: Competitor Intelligence Tracker

Trigger: Continuous monitoring with weekly synthesis

Process: AI monitors competitors of each portfolio company across multiple dimensions: earnings results, guidance changes, product announcements, executive changes, hiring patterns, patent filings. Identifies developments that could impact portfolio company competitive position.

Output: Weekly competitor briefing per coverage sector containing: (1) Material competitor developments, (2) Hiring trend analysis (who's scaling vs. cutting), (3) Product/strategy shifts, (4) Implications for portfolio companies, (5) Suggested follow-up research

MI-03: Industry News Synthesizer

Trigger: Daily (6:00 AM) and weekly (Monday morning comprehensive)

Process: AI aggregates industry news across XN's coverage sectors. Identifies themes and trends across multiple stories. Separates signal (new information) from noise (repeated coverage). Highlights implications for portfolio.

Output: Daily brief containing: (1) Top industry developments per sector, (2) Emerging themes across stories, (3) Portfolio relevance notes. Weekly synthesis adding: (4) Trend analysis, (5) Data points worth tracking, (6) Suggested deep-dives

MI-04: Regulatory Filing Monitor

Trigger: Real-time for material filings; daily digest for routine

Process: AI monitors SEC filings for portfolio companies and key holders. For 8-Ks, extracts material event type and key details. For 13-Fs, tracks position changes by notable investors. For Form 4s, identifies insider buying/selling patterns. Scores each filing for significance.

Output: Alerts for material 8-Ks containing: (1) Filing type, (2) Key disclosure summary, (3) Market implications, (4) Link to full filing. Daily digest of all filings with significance scores. Weekly 13-F summary of smart money movements.

MI-05: Social Sentiment Monitor

Trigger: Continuous during market hours with alerts for significant shifts

Process: AI monitors social platforms for portfolio company mentions. Analyzes sentiment and detects unusual volume or sentiment shifts. Filters out bot activity and low-quality posts. Identifies influential accounts driving conversation.

Output: Alert for significant sentiment shifts containing: (1) Ticker and direction of shift, (2) Volume comparison to baseline, (3) Representative posts driving sentiment, (4) Influential accounts involved, (5) Potential catalyst if identifiable. Weekly social sentiment summary across portfolio.

MI-06: Hiring Pattern Intelligence

Trigger: Weekly analysis (Monday morning)

Process: AI tracks job postings and headcount changes at portfolio companies and competitors. Categorizes postings by function (engineering, sales, etc.) and seniority. Identifies acceleration or deceleration versus historical baseline. Detects strategic shifts indicated by new role types.

Output: Weekly hiring intelligence report containing: (1) Net headcount changes by company, (2) Hiring acceleration/deceleration flags, (3) New role types suggesting strategic shifts, (4) Competitive hiring comparison, (5) Employee sentiment trends from Glassdoor

MI-07: Management Commentary Tracker

Trigger: After each earnings call; quarterly synthesis

Process: AI tracks what management says about specific topics (margins, competition, capex, hiring, demand) across multiple quarters. Identifies changes in tone or substance. Flags contradictions with prior statements. Compares commentary against actual results.

Output: Topic-specific tracking report containing: (1) Management quotes on topic by quarter, (2) Tone/substance change flags, (3) Contradictions with prior statements, (4) Accuracy scorecard (did they deliver what they promised?), (5) Red flags for IC discussion

Private Markets

PM-01: CIM Analyzer

Trigger: New CIM uploaded to deal folder in Egnyte

Process: AI extracts key information from CIM: business description, financial metrics (revenue, EBITDA, growth rates), customer concentration, management team, risk factors, deal terms if included. Compares metrics against public comps and prior XN private deals. Flags unusual terms or metrics.

Output: CIM summary document containing: (1) One-page business overview, (2) Key financial metrics in standard format, (3) Comparison to public comps, (4) Comparison to prior XN deals, (5) Risk factor summary, (6) Flags and questions for further diligence, (7) Recommendation on whether to proceed

PM-02: Data Room Document Processor

Trigger: New documents added to data room (detected via folder monitoring)

Process: AI processes new data room documents as they arrive. Classifies by document type. Extracts key information relevant to diligence. Tracks completeness against standard checklist. Flags missing items, inconsistencies, or risk factors.

Output: Running data room digest containing: (1) New documents summary with key extracts, (2) Checklist completion status, (3) Missing items list, (4) Inconsistencies across documents, (5) Risk factors identified, (6) Questions for management

PM-03: Deal Terms Comparison

Trigger: On-demand when evaluating new deal terms

Process: AI compares proposed deal terms against XN's historical private investments and available market data. Analyzes valuation metrics, governance terms, liquidation preferences, anti-dilution provisions, board rights, information rights, and other material terms.

Output: Deal comparison report containing: (1) Term-by-term comparison to XN historical average, (2) Valuation metrics vs. comparable deals, (3) Governance terms assessment, (4) Flags for terms outside normal range, (5) Suggested negotiation points

PM-04: Private Portfolio Company Update Processor

Trigger: Monthly/quarterly report received from portfolio company (email attachment or data room upload)

Process: AI extracts key metrics from unstructured reports (revenue, EBITDA, cash burn, headcount, KPIs). Compares against prior periods and projections. Identifies variances and trends. Populates standardized tracking template.

Output: Standardized update containing: (1) Key metrics in consistent format, (2) Variance analysis vs. prior period and budget, (3) Trend charts, (4) Flags for metrics outside expected range, (5) Data populated in XN tracking model. Alert if update is overdue.

PM-05: Private Investment Q&A Bot

Trigger: Natural language question chatbot (e.g., What was our price/share in Grok Series B?)

Process: AI interprets question and searches private investment records. Handles queries about: investment history, pricing across rounds, ownership percentages, board seats, valuation marks, company metrics over time.

Output: Direct answer with supporting data: (1) Answer to specific question, (2) Source document reference, (3) Related context (e.g., if asking about pricing, includes ownership % and current mark), (4) Last update date

Operations & Finance

OF-01: Expense Report Generator

Trigger: End of month or on-demand request from employee

Process: AI aggregates credit card transactions and uploaded receipts. Matches receipts to transactions. Categorizes expenses. Cross-references calendar for business purpose. Checks against expense policy. Generates formatted expense report.

Output: Draft expense report containing: (1) Categorized expenses with receipts attached, (2) Business purpose (auto-populated from calendar where possible), (3) Policy compliance flags, (4) Missing receipts list, (5) Ready for employee review and submission

OF-02: Spend Analytics Dashboard

Trigger: Monthly schedule (first week of month) and on-demand

Process: AI aggregates and analyzes spending across all categories. Identifies trends, anomalies, and opportunities. Evaluates vendor concentration. Compares against budget. Suggests consolidation opportunities.

Output: Monthly spend report containing: (1) Spend by category with trends, (2) Top vendors with YoY comparison, (3) Budget variance analysis, (4) Anomaly flags (unusual spending patterns), (5) Consolidation opportunities (multiple vendors for same service), (6) Contract renewal calendar

OF-03: Month-End Close Automator

Trigger: Month-end schedule (close calendar)

Process: AI generates recurring journal entries from templates. Calculates standard accruals based on defined methodologies. Prepares reconciliation. Identifies unusual balances requiring review. Custom reporting for Fund and Monthly Financials for Mgmt Co.

Output: Close package containing: (1) Recurring entries posted, (2) Accrual calculations with support, (3) Reconciliation templates populated, (4) Unusual balance flags, (5) Close checklist progress, (6) Variance analysis vs. prior month

OF-04: Annual Budget Preparation Assistant

Trigger: Annual budget cycle kickoff (typically Q4) or on-demand for reforecasts

Process: AI compiles budget inputs from multiple sources. Pulls historical actuals by category and cost center. Analyzes spending trends and seasonality patterns. Incorporates known commitments (contracts, headcount plans, scheduled investments). Flags areas with significant YoY variance for review. Generates first-pass budget by applying growth assumptions to historical baseline.

Output: Draft budget package containing: (1) Historical spending by category with trend analysis, (2) First-pass budget by cost center using defined assumptions, (3) YoY variance analysis with drivers, (4) Known commitments and step-changes itemized, (5) Areas flagged for management input (discretionary spend, new initiatives), (6) Comparison to prior year budget vs. actual performance

OF-05: Management Fee Calculator

Trigger: Monthly/quarterly schedule per fund terms

Process: AI calculates management and performance fees according to fund documents. Applies investor-specific terms from side letters. Generates fee notices and supporting calculations. Maintains audit trail.

Output: Fee package containing: (1) Fee calculations by fund and investor, (2) Supporting detail and methodology, (3) Side letter adjustments applied, (4) Comparison to prior period, (5) Fee notices ready for distribution, (6) Audit trail documentation

OF-06: Incentive Fee Calculator

Trigger: Quarterly/annual schedule per fund terms (crystallization periods) or on-demand for estimates

Process: AI calculates incentive fees by investor according to fund documents. Tracks high water marks by investor and series. Applies hurdle rates where applicable. Calculates performance above HWM and hurdle. Applies investor-specific terms from side letters (reduced rates, modified hurdles, founders terms). Handles crystallization timing and loss carryforward. Generates investor-level fee calculations with full supporting detail.

Output: Incentive fee package containing: (1) Fee calculations by investor with performance detail, (2) High water mark tracking (prior HWM, current NAV, accrued catch-up), (3) Hurdle rate calculations where applicable, (4) Side letter adjustments applied (rate reductions, modified terms), (5) Crystallization schedule and timing, (6) Comparison to prior period and year-to-date accrual, (7) Audit trail with methodology documentation

OF-07: Daily Tax Lot Processor

Trigger: On-demand query (e.g., "Where is the NVDA tax lot from March?") or scheduled reporting

Process: AI ingests all Enfusion tax lot tables across funds and accounts. Indexes lots by security, acquisition date, cost basis, holding period, and basket assignment. For queries, searches across tables to locate specific lots and

returns location, status, and key attributes. For reporting, aggregates lots by basket, calculates realized/unrealized gains by tax character, and generates basket-level summaries.

Output: For queries: Direct answer with lot location, cost basis, holding period status, and basket assignment. For reporting: (1) Tax lot inventory by basket with acquisition dates and cost basis, (2) Holding period status (short-term vs. long-term) by lot, (3) Realized gains/losses by basket with tax character, (4) Unrealized gain/loss summary by basket, (5) Wash sale exposure flags

OF-08: Daily Cash Position Summary

Trigger: Daily schedule (8:00 AM)

Process: AI aggregates cash positions across all accounts. Reconciles against expected balances. Identifies discrepancies. Calculates total available liquidity by currency. Important for KFO and Mgmt Co (in Quickbooks, but would like to see standalone)

Output: Cash summary for DL containing: (1) Total cash by currency and account type, (2) Comparison to prior day and expected, (3) Discrepancy flags, (4) Large movements highlighted, (5) Liquidity availability summary

OF-09: Capital Flows Report Generator

Trigger: Monthly schedule (first business day of month) or on-demand on Dashboard

Process: AI aggregates all subscription, redemption, and transfer activity across funds (Exponent, Vector, Amplify) for the reporting period. Pulls data from investor records and fund admin systems. Categorizes flows by external vs. internal, and by series/tranche. Calculates net capital flows by fund and in aggregate.

Output: Capital flows report ready for email distribution containing: (1) Summary table showing inflows, outflows, and net flows by fund, (2) Detailed subscription schedule with investor name, amount, series/tranche, and notes, (3) Detailed redemption schedule with investor name, net amount, series/tranche, and notes, (4) Transfer schedule showing series transfers and account movements, (5) Comparison to prior month and YTD cumulative flows

OF-10: Daily Reconciliation Monitor

Trigger: Daily schedule (end of day) with ongoing tracking for open items

Process: AI ingests reconciliation data from automated feeds. Compares positions and trades across internal systems and counterparties. Identifies breaks and categorizes by type (price, quantity, missing trade, timing). For unsettled trades, tracks aging and assigns ownership (JG/CK). Monitors resolution progress on open items. Escalates aged breaks based on defined thresholds.

Output: Daily Slack post to operations channel containing: (1) Reconciliation summary (matched vs. breaks), (2) New breaks identified with details and suggested resolution, (3) Open items tracker showing owner, age, and status, (4) Unsettled trades list with expected settlement dates, (5) Escalation flags for items exceeding age thresholds, (6) Week-over-week trend on break volume

OF-11: Statement Reconciliation Processor

Trigger: Monthly/quarterly statements received from counterparties (PDF via email or portal)

Process: AI extracts data from PDF statements using OCR. Parses account balances, positions, transactions, and fees from various statement formats (prime brokers, custodians, fund admin). Compares extracted values against internal Excel records. Identifies discrepancies and calculates variance amounts. Flags items requiring investigation.

Output: Reconciliation workpaper containing: (1) Side-by-side comparison of statement vs. Excel, (2) Matched items confirmed, (3) Discrepancies identified with variance amounts, (4) Suggested explanations for common variance types, (5) Items requiring manual investigation flagged, (6) Audit trail of source documents and extraction confidence scores

Legal & Compliance

LC-01: End-of-Day Trade Surveillance

Trigger: Daily schedule (end of trading day)

Process: AI reconciles all trades against compliance constraints. Checks trades against restricted list. Cross-references with corporate access events and expert calls in surrounding time window. Applies compliance rules. Flags potential violations for review.

Output: Surveillance report containing: (1) Trades cleared (no issues), (2) Flags requiring review with: trade details, rule triggered, relevant context (meeting, call, etc.), (3) Resolution actions required, (4) Audit trail

LC-02: Vendor Contract Reviewer

Trigger: New contract uploaded for legal review

Process: AI reviews contract against XN's standard positions. Extracts key terms: liability, indemnification, termination, IP, data handling, etc. Compares against playbook. Identifies deviations and risks. Suggests redlines based on historical negotiations.

Output: Contract review memo containing: (1) Key terms summary, (2) Deviations from XN standard, (3) Risk assessment, (4) Suggested redlines with rationale, (5) Comparison to similar historical contracts, (6) Recommended negotiation priorities

LC-03: Side Letter Term Repository

Trigger: On-demand query or new side letter drafted

Process: AI maintains searchable repository of all side letter terms by provision type. For queries, returns relevant precedents. For new drafts, suggests language based on similar prior letters. Tracks which investors have which provisions.

Output: For queries: Relevant precedent language with investor/date context. For new letters: Suggested language with sources. Matrix view of which investors have which provisions.

LC-04: NDA Processor

Trigger: NDA request via email or form submission

Process: AI selects appropriate NDA template based on deal type and counterparty. Pre-populates party information. Adjusts terms based on counterparty type (corporate vs. PE vs. individual). For incoming NDAs, compares against XN standard and flags deviations.

Output: For outgoing: Completed NDA ready for signature. For incoming: Review summary with deviation flags and suggested responses.

LC-05: Marketing Footnote Generator

Process: AI scans marketing content for claims requiring disclosure. Generates appropriate footnotes based on claim type. Applies current regulatory requirements. Cross-references with prior approved language.

Output: Footnote suggestions containing: (1) Flagged claims requiring disclosure, (2) Suggested footnote language, (3) Regulatory basis, (4) Prior approved language for similar claims, (5) Items requiring legal judgment

LC-06: Fund Document Assistant

Trigger: On-demand query or new document drafting

Process: AI provides searchable access to all fund documentation. For queries, returns relevant provisions across documents. For drafting, suggests language based on prior documents and current requirements. Tracks document versions and amendments.

Output: For queries: Relevant provisions with document/section citations. For drafting: Suggested language with precedent sources. Version tracking and amendment summary.

LC-07: Policy Monitoring System

Trigger: Continuous regulatory monitoring; periodic internal policy review

Process: AI monitors regulatory developments relevant to XN. Compares new requirements against existing internal policies. Identifies gaps or conflicts. Flags upcoming compliance deadlines.

Output: Monthly regulatory update containing: (1) New regulations/guidance affecting XN, (2) Policy gaps identified, (3) Recommended policy updates, (4) Compliance calendar, (5) Industry peer responses (where available)

Investor Relations

IR-01: LP Communication Drafter

Trigger: Request for routine LP communication (meeting confirmation, update, etc.)

Process: AI generates draft communication based on request type. Personalizes for specific LP using relationship history. Applies appropriate tone and format. Includes relevant attachments or links.

Output: Draft communication containing: (1) Personalized message, (2) Relevant context from relationship history, (3) Appropriate attachments, (4) Suggested follow-up actions

IR-02: Investor Meeting Prep Generator

Trigger: Investor meeting scheduled (detected via calendar)

Process: AI generates meeting briefing document. Compiles: relationship history, prior meeting notes, questions they've asked, their portfolio allocation, relevant recent developments. Prepares answers to likely questions based on historical pattern.

Output: Meeting brief containing: (1) LP profile and relationship summary, (2) Prior meeting notes and open items, (3) Questions they typically ask with prepared answers, (4) Relevant portfolio updates for their interests, (5) Suggested talking points, (6) Open items to address

IR-03: Investor Letter First Draft

Trigger: Quarterly schedule or on-demand

Process: AI generates first draft of quarterly letter. Incorporates: performance summary, top contributors/detractors, portfolio positioning, market outlook framework. Maintains consistent voice based on prior letters. Flags sections requiring PM/CIO input.

Output: Draft letter containing: (1) Performance summary, (2) Portfolio commentary, (3) Market discussion framework, (4) Outlook section (placeholder for PM input), (5) Sections flagged for review

IR-04: DDQ Response

Trigger: New DDQ received (Excel/Word document)

Process: AI reads new DDQ questions. Matches each question to prior responses. Suggests answers using most recent approved language. Updates data fields with current information. Flags questions requiring new responses or review.

Output: Pre-populated DDQ containing: (1) Suggested answers for each question, (2) Confidence score per answer, (3) Source of suggested answer (prior DDQ reference), (4) Flags for questions needing fresh response, (5) Data fields updated to current

IR-05: Quarterly Cheat Sheet Generator

Trigger: Monthly/quarterly schedule (after NAV finalization)

Process: AI generates visual summary of fund status. Compiles: AUM trend, performance summary, top contributors/detractors, key exposures, position-level theses. Formats for LP consumption.

Output: One-page cheat sheet containing: (1) AUM and flow summary, (2) Performance chart and statistics, (3) Top 5 contributors/detractors with brief thesis, (4) Key exposures (sector, geography, factor), (5) Notable position changes

IR-06: Side Letter Query Bot

Trigger: Natural language question

Process: AI interprets question and queries side letter repository. Handles queries about: which LPs have specific provisions, what terms apply to specific LP, comparison of terms across LPs.

Output: Direct answer with: (1) Response to specific question, (2) Supporting detail (LP names, specific language), (3) Related provisions that may be relevant, (4) Caveats or exceptions

IR-07: Investor Data Aggregator

Trigger: Daily schedule and on-demand

Process: AI aggregates investor data from multiple sources into unified view. Reconciles across sources. Maintains historical record. Generates investor-specific statements → Push into a centralized dashboard

Output: Consolidated investor data containing: (1) Current balances by fund/share class, (2) Transaction history, (3) Private investment allocations, (4) Co-investment positions, (5) Investor-specific reports on demand

Corporate Access

CA-01: Event Identifier and Tracker

Trigger: Email received in Corporate Access inbox or (ideally) from company websites / sell-side

Process: AI parses corporate access emails for event details: company, date, location, format, bank/sponsor. Extracts key information. Creates structured event record. Identifies relevant coverage analysts.

Output: Event record containing: (1) Structured event details, (2) Coverage analyst match, (3) Relevance score based on portfolio/coverage, (4) Calendar invitation draft, (5) Conflict check against existing calendar

CA-02: Calendar Sync and Routing / Tracker

Trigger: New event identified or analyst RSVP

Process: AI routes events to appropriate analyst calendars based on coverage. Integrates with catalyst calendar for context. Manages conflicts and suggests alternatives. Tracks RSVPs and attendance.

Output: Calendar events properly routed with: (1) Event on correct analyst calendar, (2) Catalyst context included, (3) RSVP tracking

CA-03: Corporate Access Forecaster

Trigger: Quarterly planning cycle or on-demand

Process: AI analyzes historical patterns to forecast upcoming corporate access opportunities. Predicts: recurring conferences, typical company event timing, bank NDR patterns. Enables proactive planning + flags relevancy for any new events that come up

Output: Forward calendar containing: (1) Predicted events by company, (2) Confidence levels based on historical consistency, (3) Suggested RSVP timing, (4) Gaps in coverage access, (5) Broker relationship opportunities

CA-04: Broker Utilization Analyzer

Trigger: Monthly/quarterly schedule

Process: AI correlates broker spend with value received. Analyzes: commission vs. corporate access quality, research consumption by broker, event allocation vs. request, relationship ROI.

Output: Broker scorecard containing: (1) Commission spend by broker, (2) Corporate access events attended, (3) Research consumption metrics, (4) Event fill rate (requested vs. allocated), (5) ROI ranking, (6) Negotiation recommendations

CA-05: Corporate Access Reporting

Trigger: Monthly schedule and on-demand

Process: AI generates corporate access analytics. Tracks: event attendance rates, allocation success rates, coverage gaps, broker performance.

Output: Corporate access report containing: (1) Events attended by analyst/sector, (2) Allocation rates by bank, (3) Coverage gaps (companies without recent access), (4) Utilization trends, (5) Planning recommendations

Administrative & Cross-Functional

AD-01: Meeting Prep Automator

Trigger: Meeting scheduled (detected via calendar, 5 days ahead)

Process: AI generates meeting preparation document. Compiles: participant backgrounds, prior interactions, relevant recent news, suggested talking points, open items from prior meetings

Output: Meeting brief containing: (1) Participant bios with recent activity, (2) Prior meeting history and notes, (3) Open items from last interaction, (4) Relevant recent news about participants/their company, (5) Suggested agenda or talking points

AD-02: Enterprise Search and Retrieval Bot

Trigger: Natural language query via Slack (e.g., Find the latest model for RDDT)

Process: AI interprets natural language query and searches document repository. Uses semantic search to find relevant documents even with imprecise queries. Returns ranked results with previews.

Output: Search results containing: (1) Ranked document list with relevance scores, (2) Preview snippets showing relevant content, (3) Direct links to documents, (4) Related documents that may be relevant

AD-03: Document Tagger and Organizer

Trigger: New document uploaded to Egnyte or scheduled batch processing

Process: AI analyzes document content and classifies by type, topic, related entities (companies, deals, investors). Suggests folder location. Applies standard metadata tags. Identifies duplicates.

Output: Document organization actions: (1) Suggested classification and tags, (2) Recommended folder location, (3) Duplicate detection alerts, (4) Metadata populated, (5) Related documents linked

AD-04: Executive Dashboard / Knowledge Bot

Trigger: Web interface

Process: AI provides unified interface for executive queries across all domains. Interprets natural language questions. Routes to appropriate data sources. Synthesizes cross-functional answers.

Output: Tabs for Portfolio Analytics, Fund Performance, Investor Relations, Private Investments, etc. ChatBot direct answers to questions like: (1) "What's our exposure to AI?" (2) "How did we perform vs. benchmark this month?" (3) "Which LPs have redemption notices pending?" (4) "What's the latest on the Grok investment?" Includes supporting data and drill-down links.

AD-05: Relationship Mapper

Trigger: On-demand query (e.g., "Who at XN knows someone at Tesla?")

Process: AI builds and maintains relationship graph based on communication patterns. Tracks: who knows whom, recency of contact, relationship strength, mutual connections. Answers relationship queries.

Output: Relationship insights containing: (1) XN contacts with relationships to target, (2) Recency and frequency of interaction, (3) Relationship strength score, (4) Mutual connections, (5) Suggested introduction path, (6) Last interaction summary