AI Prompt Kit for Strategic Briefing Notes

A Generative AI Support Tool for Public Sector Analysts

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# 1. Introduction

This Prompt Kit is designed to help public sector analysts use generative AI tools (e.g., ChatGPT, Gemini) to draft better, faster, and more consistent strategic briefing notes. The kit includes a range of prompt templates, usage tips, ethical guidelines, and real use case examples. It is intended as a productivity support tool to enhance—but not replace—critical thinking in public service writing.

# 2. Prompt Templates

Use the templates below with AI tools like ChatGPT to generate first drafts of briefing notes.

📝 Briefing Note Structure:

• Draft a two-page briefing note on [TOPIC] for a Director-level audience. Include issue, background, 2-3 options, recommendation, and risk analysis.

• Prepare a structured briefing note draft on [TOPIC] following a standard government format.

🧠 Concise Summary:

• Summarize the following for an Assistant Deputy Minister.

• Convert the content below into a short, clear summary for executive use.

📊 Option Analysis:

• List and compare three strategic options to address [TOPIC]. Outline pros, cons, and risks.

• Develop an option analysis with benefits and trade-offs for [TOPIC].

✍️ Plain Language Editing:

• Rewrite this for a general public audience using plain language.

• Edit the following content to meet government plain language standards.

# 3. Prompt Writing Tips

• Be clear and specific with your topic.

• Specify the format and tone you want (e.g., memo, summary, options paper).

• Use follow-up prompts to refine structure or tone.

• Ask for bullet points or headings to improve organization.

# 4. Use Case Example

\*\*Topic\*\*: Food insecurity in northern Saskatchewan

\*\*Prompt\*\*: Draft a two-page briefing note on food insecurity in northern Saskatchewan. Include issue, background, 2-3 options, recommendation, and risk analysis.

\*\*Expected Output\*\*: The AI will return a structured draft with problem framing, policy background, and three actionable options, each with pros and cons. You can refine further by asking for clearer tone or shorter paragraphs.

# 5. Ethical Use Guidelines

• Always review AI output for factual accuracy.

• Never enter confidential or sensitive data.

• Use the AI to assist, not replace, your analysis.

• Be transparent about AI-assisted content where applicable.

• Align use with government ethical standards and your ministry's data policies.

# 6. Disclaimer

This Prompt Kit is a prototype developed for academic purposes as part of JSGS 882. It is not an official Government of Saskatchewan resource. Users are responsible for validating all AI-generated content before use in formal communication.