# AI Prompt Kit for Strategic Briefing Notes – One-Page Summary

The AI Prompt Kit is a prototype tool designed to help policy analysts across government improve the quality, consistency, and speed of briefing note development. It offers structured prompt templates that guide users through best practices in government writing — from formatting and tone to strategic framing.

## Strategic Problem

Across ministries, briefing notes vary in quality and structure. New analysts struggle to adopt tone, format, and depth expected at senior levels, leading to inefficiencies, rework, and decision delays. This is a strategic capacity challenge in public sector knowledge work.

## Solution

The AI Prompt Kit leverages generative AI tools (e.g., ChatGPT, Gemini) to provide structured, customizable prompt templates. It supports onboarding, boosts productivity, ensures consistency, and models responsible AI use.

## Strategic Value

- Productivity: Analysts reduce blank-page anxiety and speed up draft generation.  
- Onboarding: New analysts learn briefing structure while producing real output.  
- Consistency: Prompts ensure common formats and reduce stylistic drift.  
- Innovation: Demonstrates responsible, low-cost public sector AI experimentation.

## Responsible Use & FOI

This tool does not replace human judgment. Prompts encourage critical thinking, review, and revision. Ethical use reminders and documentation support transparency. Prompts and generated drafts are not retained or tracked by the tool, but users should treat records in accordance with FOI and information management policies.

## Future Integration

The current tool is a standalone prototype. The long-term goal is integration into secure internal tools such as Microsoft Copilot — offering the same functionality within protected document workflows and with full compliance to data governance.

## Included Deliverables

- AI Prompt Kit interface (HTML prototype)  
- README documentation  
- One-page summary  
- Ethical use guidance