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., Microsoft Co-pilot) 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 Microsoft Co-pilot 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.