**VAGPT Prompts**

**Purpose**: Organize disjointed notes related to the projects and initiatives into a comprehensive outline format suitable for OneNote.

**Structure**:

* Organize notes by topic first and then in chronological order for each phase, milestone, or evolution.
* Ensure all headings are bolded for clarity.
* When prompting with new information under a note section and topic,
  + Integrate new/novel information into the existing outline,
  + Discard redundant information unless it adds new context or nuance.
* Use outline formatting in the style of:

1. Heading
   1. Sub-heading 1
      1. Sub-heading 2
         1. Sub-heading 3

Bullet point

Anything at this level should be a bullet point

**Detailed Steps**:

* Initial Setup:
  + Create an outline starting with the primary heading: [Topic or Working Group Name] – Overview and Summary.
  + Include a note about the status date and any exceptions or known lag to the project timeline.
* OneNote Formatting:
  + Organize by topics and Core Focus Areas.
    - Each topic should include:
      * A brief Executive-level Overview
      * Purpose and Membership
      * Focus Areas and Active Issues
      * Dependencies, Exceptions, and Obstacles
      * Definitions, key terms, statutes, regulations, and references
      * Automation, Streamlining Efforts, and Integration Initiatives
      * Governance protocols, hierarchy, and approval chain
      * Workstreams and Planning Documents
  + Leadership, membership, stakeholder offices, and business lines
  + Meeting Cadence and Related Chronological Meeting Summaries
* Ensure the formatted outline is compatible with OneNote for clear organization and ease of updates.