

## Here is a list of additional starting prompts that you may use in different job roles.

**Remember:** these are just initial prompts - Take the potential limitations into account  
 Experiment with the improvement suggestions - Iterate and refine - Good prompts require creativity and experimentation.  
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### CEOs

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Strategic planning	Develop a strategic plan for our [organization]	Organization	May not always consider all relevant strategic factors or constraints	Include specific strategic goals, desired outcomes, or focus areas
Organizational structure	Design an organizational structure for our [organization]	Organization	May not always address all relevant organizational structure needs or challenges	Include specific organizational structure requirements, desired outcomes, or focus areas
Mergers and acquisitions	Analyze the following merger/acquisition opportunity: [opportunity] and provide recommendations	Opportunity	May not always consider all relevant M&A factors or constraints	Include specific opportunity details, desired outcomes, or M&A criteria
Change management	Develop a change management plan for the following organizational change: [change]	Change	May not always address all relevant change management needs or challenges	Include specific change details, desired outcomes, or change management techniques
Executive communication	Prepare an executive communication for our [organization], addressing the following topic: [topic]	Topic	May not always provide in-depth insights or actionable recommendations	Include specific communication goals, desired outcomes, or focus areas
Stakeholder management	Create a stakeholder management strategy for our [organization or project]	Organization or project information	May not always consider all relevant stakeholder factors or constraints	Include specific stakeholder management requirements, desired outcomes, or focus areas
Corporate governance	Design a corporate governance framework for our [organization]	Organization	May not always address all relevant corporate governance needs or challenges	Include specific corporate governance requirements, desired outcomes, or focus areas
Crisis management	Develop a crisis management plan for our [organization]	Organization	May not always consider all relevant crisis management factors or constraints	Include specific crisis management requirements, desired outcomes, or focus areas
Business model innovation	Identify potential business model innovations that could benefit our [organization]	Organization	May not always provide in-depth insights or actionable recommendations	Include specific areas of focus, desired outcomes, or innovation requirements
Executive decision-making	Provide a recommendation on the following decision: [decision]	Decision	May not always address all relevant decision-making factors or constraints	Include specific decision details, desired outcomes, or decision-making criteriaTask

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## CFOs

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Financial statement analysis	Analyze the following financial statements: [financial statements] and provide insights on the financial health of the company	Financial statements	May not always address all relevant financial metrics or insights	Include specific financial statement details, desired outcomes, or focus areas
Budget development	Develop a budget for our [department or project]	Department or project information	May not always consider all relevant factors or constraints	Include specific budget requirements, desired outcomes, or potential challenges
Financial forecasting	Create a financial forecast for our [organization or department] for the next [timeframe]	Organization or department information and timeframe	May not always address all relevant forecasting assumptions or challenges	Include specific forecasting assumptions, desired outcomes, or focus areas
Cost analysis	Conduct a cost analysis for the following project: [project]	Project	May not always consider all relevant cost factors or constraints	Include specific project details, desired outcomes, or cost analysis techniques
Financial risk assessment	Perform a financial risk assessment for our [organization or department]	Organization or department information	May not always address all relevant financial risks or challenges	Include specific risk factors, desired outcomes, or focus areas
Financial performance reporting	Generate a financial performance report for our [organization or department] for the last [timeframe]	Organization or department information and timeframe	May not always address all relevant performance metrics or insights	Include specific report requirements, desired outcomes, or focus areas
Investment analysis	Analyze the following investment opportunity: [investment opportunity] and provide recommendations	Investment opportunity	May not always consider all relevant investment factors or constraints	Include specific investment opportunity details, desired outcomes, or investment criteria
Cash flow management	Develop a cash flow management plan for our [organization or department]	Organization or department information	May not always address all relevant cash flow needs or challenges	Include specific cash flow requirements, desired outcomes, or focus areas
Financial controls	Design a system of financial controls for our [organization or department]	Organization or department information	May not always consider all relevant financial control needs or challenges	Include specific control requirements, desired outcomes, or potential issues
Tax planning	Create a tax planning strategy for our [organization]	Organization	May not always address all relevant tax implications or considerations	Include specific tax requirements, desired outcomes, or focus areasTask

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### CHROs

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
HR strategy	Develop a human resources strategy for our [organization]	Organization	May not always consider all relevant HR factors or constraints	Include specific HR goals, desired outcomes, or focus areas
Talent acquisition	Create a talent acquisition plan for our [organization or department]	Organization or department information	May not always address all relevant talent acquisition needs or challenges	Include specific talent acquisition requirements, desired outcomes, or focus areas
Performance management	Design a performance management system for our [organization or department]	Organization or department information	May not always address all relevant performance management needs or challenges	Include specific performance management requirements, desired outcomes, or focus areas
Learning and development	Develop a learning and development plan for our [organization or department]	Organization or department information	May not always consider all relevant learning and development factors or constraints	Include specific learning and development requirements, desired outcomes, or focus areas
Employee engagement	Create an employee engagement initiative for our [organization or department]	Organization or department information	May not always achieve the desired level of employee engagement or satisfaction	Include specific employee engagement goals, desired outcomes, or initiative elements
Succession planning	Develop a succession planning strategy for our [organization or department]	Organization or department information	May not always address all relevant succession planning needs or challenges	Include specific succession planning requirements, desired outcomes, or focus areas
Compensation and benefits	Design a compensation and benefits plan for our [organization]	Organization	May not always consider all relevant compensation and benefits factors or constraints	Include specific compensation and benefits requirements, desired outcomes, or focus areas
Employee relations	Create an employee relations strategy for our [organization]	Organization	May not always address all relevant employee relations needs or challenges	Include specific employee relations goals, desired outcomes, or focus areas
Workforce planning	Develop a workforce planning strategy for our [organization]	Organization	May not always consider all relevant workforce factors or constraints	Include specific workforce requirements, desired outcomes, or focus areas
HR policy development	Develop a human resources policy for our [organization], addressing the following issue: [issue]	Issue	May not always address all relevant policy implications or considerations	Include specific policy requirements, desired outcomes, or focus areasTask

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### CIOs

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Information strategy	Develop an information strategy for our [organization]	Organization	May not always consider all relevant information factors or constraints	Include specific information goals, desired outcomes, or focus areas
Knowledge management	Create a knowledge management plan for our [organization or department]	Organization or department information	May not always address all relevant knowledge management needs or challenges	Include specific knowledge management requirements, desired outcomes, or focus areas
Data governance	Design a data governance framework for our [organization]	Organization	May not always consider all relevant data governance factors or constraints	Include specific data governance requirements, desired outcomes, or focus areas
Information security	Develop an information security plan for our [organization]	Organization	May not always address all relevant information security needs or challenges	Include specific information security requirements, desired outcomes, or focus areas
Business intelligence	Create a business intelligence strategy for our [organization or department]	Organization or department information	May not always provide in-depth insights or actionable recommendations	Include specific business intelligence requirements, desired outcomes, or focus areas
Data architecture	Design a data architecture for our [organization]	Organization	May not always consider all relevant data architecture factors or constraints	Include specific data architecture requirements, desired outcomes, or focus areas
Information systems management	Develop a plan for managing information systems within our [organization or department]	Organization or department information	May not always address all relevant information systems management needs or challenges	Include specific information systems management requirements, desired outcomes, or focus areas
IT service management	Create an IT service management strategy for our [organization]	Organization	May not always consider all relevant IT service management factors or constraints	Include specific IT service management requirements, desired outcomes, or focus areas
Enterprise architecture	Design an enterprise architecture for our [organization]	Organization	May not always address all relevant enterprise architecture needs or challenges	Include specific enterprise architecture requirements, desired outcomes, or focus areas
Digital transformation	Develop a digital transformation plan for our [organization]	Organization	May not always provide in-depth insights or actionable recommendations	Include specific digital transformation goals, desired outcomes, or focus areasTask

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### CTOs

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Technology strategy	Develop a technology strategy for our [organization]	Organization	May not always consider all relevant technology factors or constraints	Include specific technology goals, desired outcomes, or focus areas
IT infrastructure	Design an IT infrastructure plan for our [organization or department]	Organization or department information	May not always address all relevant IT infrastructure needs or challenges	Include specific IT infrastructure requirements, desired outcomes, or focus areas
Cybersecurity	Create a cybersecurity plan for our [organization]	Organization	May not always consider all relevant cybersecurity factors or constraints	Include specific cybersecurity requirements, desired outcomes, or focus areas
IT project management	Develop a project management plan for the following IT project: [project]	Project	May not always address all relevant project management needs or challenges	Include specific project details, desired outcomes, or project management techniques
Software development	Create a software development plan for our [organization or department]	Organization or department information	May not always consider all relevant software development factors or constraints	Include specific software development requirements, desired outcomes, or focus areas
Data management	Design a data management strategy for our [organization]	Organization	May not always address all relevant data management needs or challenges	Include specific data management requirements, desired outcomes, or focus areas
IT support	Develop an IT support plan for our [organization or department]	Organization or department information	May not always consider all relevant IT support factors or constraints	Include specific IT support requirements, desired outcomes, or focus areas
IT vendor management	Create a vendor management strategy for our [organization], focusing on IT services	Organization	May not always address all relevant vendor management needs or challenges	Include specific vendor management requirements, desired outcomes, or focus areas
IT risk assessment	Perform an IT risk assessment for our [organization]	Organization	May not always address all relevant IT risks or challenges	Include specific risk factors, desired outcomes, or focus areas
Technology innovation	Identify potential technology innovations that could benefit our [organization]	Organization	May not always provide in-depth insights or actionable recommendations	Include specific areas of focus, desired outcomes, or innovation requirementsTask