**Practice Prompts – Enterprise: Finance & Operations Focus**

**Finance**

Copilot Prompts for Outlook

* Summarize the latest financial report attached to this email.
* Draft a response to the CFO's budget inquiry, including our Q2 projections.
* Extract and list all payment deadlines from recent finance-related emails.
* Generate a summary of expense approvals awaiting my attention.
* Compose an email update to stakeholders on this month's revenue performance.

Copilot Prompts for Teams

* Summarize today’s finance team meeting discussion and highlight the next steps.
* List all questions raised about the latest budget proposal in our channel.
* Prepare an agenda for the upcoming finance review meeting, based on recent conversations.
* Highlight key points from last quarter’s financial performance shared in Teams.
* Draft a Teams announcement about new expense policy changes for the finance group.

**Operations**

Copilot Prompts for Outlook

* Summarize operational updates from the attached report.
* Draft a status update email regarding supply chain delays to department leads.
* List upcoming deadlines from recent operations emails.
* Identify action items from the last operations review email thread.
* Compose a follow-up email to vendors based on their recent responses.

Copilot Prompts for Teams

* Summarize today’s operations team huddle and assign action items.
* List key operational risks discussed in our Teams channel this week.
* Prepare a daily operations summary based on Teams conversations.
* Highlight equipment maintenance issues raised in the last meeting chat.
* Draft a Teams message to remind the team about the process audit next week.

**Cross-Functional Finance & Ops Collaboration**

Copilot Prompts for Outlook

* Summarize joint finance and operations initiatives from the attached email chain.
* Draft an update for both finance and operations on the status of shared projects.
* List all cross-departmental action items from recent emails.
* Generate a summary of collaboration outcomes to share with executives.
* Compose a coordination email to schedule a joint finance and operations meeting.

Copilot Prompts for Teams

* Summarize key takeaways from the latest joint finance and operations meeting.
* Highlight ongoing collaboration efforts between finance and ops discussed in Teams.
* Prepare a combined progress update for leadership based on team chats.
* List cross-functional challenges raised in Teams and suggest follow-up steps.
* Draft a Teams announcement celebrating a recent joint team success.