**Practice Prompts – Enterprise: Product Focus**

**Product Management**

Copilot in Word:

* Draft a product requirements document for a new feature. Include user stories, acceptance criteria, and dependencies. Format the document for easy review by cross-functional teams.
* Write a competitive analysis for the current product portfolio. Compare features, pricing, and market positioning. Present recommendations for product improvements.
* Create a roadmap summary for the next two quarters. List planned releases, priority features, and key milestones. Use a clear and organized structure.
* Develop a post-launch review template. Include sections for KPIs, user feedback, and lessons learned. Make the template adaptable for various product types.
* Summarize sprint retrospective notes. Highlight what went well, challenges encountered, and improvement actions. Present the summary for team discussion.

Copilot in Excel:

* Build a feature tracking matrix. List features, development status, and target release dates. Use color coding to indicate progress stages.
* Create a backlog prioritization tool. Input user stories, business value, and effort estimates. Use formulas to calculate priority scores.
* Generate a Pivot Table to summarize bug reports by severity and module. Aggregate open, in-progress, and resolved statuses. Present findings to engineering leadership.
* Use VLOOKUP to match feature requests to customer accounts. Reference the Customer Requests tab and mark unmatched requests as “Review.”
* Design a dashboard to monitor product usage metrics. Track active users, session counts, and feature adoption rates over time.

**Program Management**

Copilot in Word:

* Write a program charter document. Define objectives, scope, stakeholders, and governance structure. Make the charter comprehensive and easy to update.
* Draft a status report for an ongoing program. Summarize progress, risks, and upcoming milestones. Use bullet points for clarity.
* Create a lessons learned log from completed projects. Organize insights by theme and recommend improvements for future initiatives. Present the log for team review.
* Develop a communication plan for program stakeholders. Include messaging, frequency, and responsible senders. Format the plan for easy implementation.
* Summarize the results of a recent program risk assessment. List identified risks, likelihood, and mitigation strategies. Structure the summary for rapid reference.

Copilot in Excel:

* Build a program milestone tracker. List milestones, owners, due dates, and completion status. Highlight overdue milestones in yellow.
* Create a resource allocation matrix for program teams. Input team members, assigned projects, and allocation percentages. Visualize capacity with stacked bar charts.
* Generate a Pivot Table to analyze program costs by activity and month. Aggregate total spend and compare actual versus budgeted amounts. Present a summary for finance review.
* Use VLOOKUP to match milestone IDs to completion documentation. Reference the Documentation sheet and flag missing files as “Upload Needed.”
* Design a risk register for program initiatives. List risks, owners, likelihood ratings, and mitigation plans. Use conditional formatting for critical risks.

**UX Design**

Copilot in Word:

* Draft user personas for a new digital product. Describe demographics, needs, and pain points. Present personas in a visually appealing layout.
* Create a usability testing plan. Outline test objectives, participant criteria, and key tasks. Ensure the plan is actionable and easy to follow.
* Write a style guide for UI components. Specify color palettes, typography, and interaction patterns. Include examples for each guideline.
* Summarize user feedback from recent interviews. Organize comments by theme and suggest design improvements. Present the summary for design team consideration.
* Develop a presentation on accessibility best practices. List essential guidelines, testing methods, and resources. Make the content practical and concise.

Copilot in Excel:

* Track usability test results by task and participant. Input completion rates, error counts, and satisfaction scores. Use charts to present key findings.
* Build a feedback log for user interface changes. List change requests, dates, and implementation status. Highlight high-priority changes for action.
* Create a Pivot Table to analyze support tickets by issue type and frequency. Identify common pain points and potential design changes. Present data in a summary tab.
* Use VLOOKUP to match feature requests to user personas. Reference the Personas sheet and fill in missing matches as “Review Needed.”
* Design a dashboard to monitor accessibility compliance scores across products. Visualize trends and flag products below compliance thresholds.