**Practice Prompts – Enterprise Strategy Focus**

**Strategic Planning & Analysis**

Copilot in Word:

* Write a strategic plan executive summary. Highlight vision, mission, key objectives, and success measures. Make the summary compelling for leadership approval.
* Draft a SWOT analysis for the organization. Summarize strengths, weaknesses, opportunities, and threats. Present actionable recommendations at the end.
* Create a scenario planning document for market downturns. Outline variables, assumptions, and potential impacts. Propose contingency strategies for each scenario.
* Develop an annual planning calendar. List key milestones, stakeholder inputs, and deliverable deadlines. Organize the schedule for team use.
* Summarize findings from the latest strategic review meeting. Note decisions made, actions assigned, and follow-up dates. Format the summary for board distribution.

Copilot in Excel:

* Track progress on strategic initiatives by owner and status. List initiatives, responsible staff, milestones, and completion dates. Use color coding to monitor progress.
* Build a dashboard to visualize KPIs for the annual strategic plan. Input quarterly results and display trends with charts. Highlight areas ahead or behind goal.
* Create a Pivot Table to analyze initiative costs by department and quarter. Aggregate costs and compare to budgeted amounts. Present findings in a summary tab.
* Use VLOOKUP to merge initiative IDs from planning and execution sheets. Highlight initiatives missing in either list for reconciliation.
* Design a risk register for strategic projects. List risks, likelihood, and mitigation actions. Use conditional formatting for high-risk items.

**Business Intelligence & Growth**

Copilot in Word:

* Write a business intelligence insights report. Highlight recent trends, growth opportunities, and data-driven action steps. Present findings for executive review.
* Draft a dashboard user guide. Explain key metrics tracked, how to use filters, and interpretation tips. Organize the guide for quick reference by decision-makers.
* Create a use case summary for a new analytics tool. Describe intended outcomes, user benefits, and implementation steps. Suggest performance measures for tracking success.
* Develop a research brief on market entry strategies. Analyze recent data, competitive moves, and potential risks. Summarize key recommendations for leadership.
* Summarize the results of a growth hack experiment. Detail the hypothesis, actions taken, and outcomes measured. Propose next steps based on learnings.

Copilot in Excel:

* Set up a growth metrics dashboard for the leadership team. Track key metrics such as user acquisition, churn, and revenue growth. Visualize performance against targets with charts.
* Build a data quality audit log. List datasets, audit dates, responsible staff, and issues found. Highlight datasets requiring urgent attention.
* Create a Pivot Table to summarize sales growth by channel and product line. Analyze growth rates and compare to previous periods. Present findings for action planning.
* Use VLOOKUP to match customer IDs to growth experiment participation. Reference the Participation sheet and mark missing entries as “Review.”
* Design a dashboard to track growth initiative outcomes. List initiatives, metrics, and results, and provide visual summaries for executives.

**Cross-Functional Strategy Collaboration**

Copilot in Word:

* Write a summary of the latest cross-functional strategy meeting. Highlight main discussion points, decisions, and action items. Organize the summary for distribution to all teams.
* Develop a collaboration plan for implementing the new strategic initiative. Define team roles, communication protocols, and timeline. Make the plan actionable and clear.
* Draft a playbook for joint venture launch activities. List key tasks, responsible parties, and success measures. Structure the playbook for use across departments.
* Summarize findings from a cross-team strategy workshop. Highlight innovative ideas, consensus areas, and follow-up steps. Format the summary for leadership review.
* Create an FAQ for employees on cross-functional strategy changes. Address common questions, anticipated impacts, and support resources. Use accessible language for all staff.

Copilot in Excel:

* Track progress on strategic initiatives involving multiple departments. List initiatives, department owners, and completion status. Use filters and color codes for clarity.
* Build a shared resource allocation tracker. Input resource names, assignments, and time allocation percentages by team. Visualize utilization in a summary chart.
* Create a Pivot Table to analyze project costs by department and initiative. Aggregate and compare costs for ongoing collaborations. Present a condensed summary for leaders.
* Use VLOOKUP to consolidate initiative data from various departmental sheets. Reference all relevant tabs and flag missing data as “Update Needed.”
* Design a dashboard to monitor cross-functional KPIs such as collaboration frequency and joint project success rates. Visualize trends and identify strong partnerships.