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

**Finance**

Copilot in PowerPoint:

* Summarize quarterly financial performance with key metrics and visual trends. Create a comparison chart showing year-over-year changes. Highlight areas of significant growth and concern.
* Design a slide deck outlining budget allocation for upcoming fiscal year. Incorporate pie charts and bar graphs to illustrate spending breakdowns. Include recommendations for optimizing expenses.
* Present a forecast of cash flow for the next six months. Illustrate assumptions and potential risks using visual aids. Emphasize the impact on overall financial stability.
* Generate an overview of recent audit findings. Create slides highlighting compliance issues and remediation steps. Showcase the timeline for resolution and expected improvements.
* Develop a financial dashboard for executive review. Use interactive elements for revenue, expenses, and profit margins. Include a summary slide with actionable insights.

Copilot Analyst:

* Analyze monthly revenue streams and identify trends. Compare actuals against forecasts and explain variances. Recommend strategies to improve financial outcomes.
* Evaluate expense categories across departments. Identify outliers and inefficiencies in spending patterns. Suggest targeted cost-saving initiatives.
* Assess liquidity ratios for last four quarters. Interpret results in the context of industry benchmarks. Advise on measures to strengthen financial resilience.
* Perform scenario analysis for investment opportunities. Examine risks and returns across different options. Provide recommendations for optimal capital allocation.
* Review accounts receivable aging report. Identify overdue accounts and assess impact on cash flow. Propose actions to enhance collection efficiency.

Copilot Researcher:

* Investigate best practices in financial planning for organizations of similar size. Summarize key findings from industry reports. Relate insights to current company strategies.
* Explore recent economic trends affecting corporate finance. Synthesize expert opinions and data projections. Highlight implications for short-term forecasting.
* Compile research on effective cost management techniques. Highlight case studies from leading firms. Recommend steps for implementation in our context.
* Review regulatory changes impacting financial reporting. Summarize compliance requirements and deadlines. Emphasize areas requiring immediate attention.
* Gather data on innovative technologies in finance. Analyze adoption rates and benefits across sectors. Suggest potential applications for internal use.

**Operations**

Copilot in PowerPoint:

* Create a presentation showing the efficiency metrics of core operations. Illustrate process improvements with before-and-after visuals. Highlight productivity gains achieved over the last year.
* Develop slides detailing workflow optimization strategies. Use flowcharts and timelines to depict changes implemented. Emphasize measurable outcomes and benefits.
* Generate a summary of supply chain performance. Include infographics on lead times, costs, and bottlenecks. Showcase action plans for continuous improvement.
* Present an update on facility management initiatives. Use visuals to compare energy usage and maintenance costs. Highlight sustainability efforts and future goals.
* Design a dashboard for tracking operational KPIs. Add visual cues to flag areas needing attention. Summarize key takeaways for management.

Copilot Analyst:

* Analyze production throughput rates across different shifts. Identify factors affecting variability in output. Recommend adjustments to scheduling or resource allocation.
* Evaluate inventory turnover and storage costs. Compare against industry standards and highlight inefficiencies. Advise on process changes to optimize inventory management.
* Review vendor performance metrics over the past six months. Identify trends, issues, and improvement opportunities. Suggest actions for strengthening supplier relationships.
* Assess process bottlenecks in key operational workflows. Quantify impact on delivery timelines and costs. Propose targeted interventions to streamline operations.
* Examine customer service response times and resolution rates. Benchmark against competitors and internal targets. Recommend enhancements to improve satisfaction scores.

Copilot Researcher:

* Research operational excellence frameworks used in leading organizations. Outline core principles and implementation strategies. Highlight relevant applications for our processes.
* Explore emerging trends in supply chain digitization. Summarize findings from recent industry reports and case studies. Identify technologies with proven impact.
* Review academic literature on lean manufacturing practices. Synthesize lessons learned and practical recommendations. Suggest steps for adoption in our operations.
* Investigate the role of automation in boosting operational efficiency. Compile data on ROI and workforce impacts. Highlight examples from similar companies.
* Gather insights on sustainability initiatives within operations. Summarize benefits and challenges reported by industry leaders. Recommend best practices for our context.

**Cross-Functional Finance & Ops Collaboration**

Copilot in PowerPoint:

* Create a joint dashboard highlighting finance and operations KPIs. Use integrated visuals to show interdependencies. Showcase collaborative achievements and areas for improvement.
* Develop a presentation outlining cross-departmental project milestones. Use timelines and Gantt charts to track progress. Highlight collaborative problem-solving instances.
* Generate a slide deck on cost-saving initiatives led by both teams. Use case studies to illustrate successful strategies. Summarize overall impact on company performance.
* Present an overview of integrated risk management efforts. Visualize risk sources and mitigation actions. Emphasize benefits of unified approaches.
* Design slides comparing pre- and post-collaboration metrics. Use graphs to illustrate changes in productivity and financial outcomes. Highlight lessons learned and next steps.

Copilot Analyst:

* Analyze cross-functional initiatives and their impact on financial performance. Identify synergies and quantify cost reductions. Recommend strategies to enhance cooperation.
* Evaluate joint process improvements in procurement and inventory management. Quantify efficiency gains and cost savings. Suggest further areas for cross-team collaboration.
* Review integrated budgeting and forecasting efforts. Compare outcomes against independent approaches. Advise on ways to strengthen collaboration for future cycles.
* Assess risks associated with siloed versus collaborative operations. Interpret findings in relation to overall business health. Propose mitigation strategies leveraging teamwork.
* Examine data sharing practices between finance and operations. Identify bottlenecks and security concerns. Recommend solutions for seamless information flow.

Copilot Researcher:

* Research best practices in cross-functional teamwork within finance and operations. Summarize findings from industry leaders. Highlight proven models for collaboration.
* Explore case studies on joint process reengineering efforts. Identify key success factors and challenges. Relate insights to our organizational context.
* Review literature on integrated performance management systems. Synthesize benefits and limitations reported. Recommend suitable frameworks for adoption.
* Investigate technologies facilitating collaboration between finance and operations. Analyze impact on efficiency and outcomes. Suggest adoption strategies based on industry trends.
* Gather data on communication barriers in cross-functional teams. Summarize research findings and proposed solutions. Highlight relevance for our collaborative projects.