Phase 2: Next 30 AI Prompts

# Travel & Hospitality

1. As Travel Coordinator, draft employee travel request form — “Fields: traveler details, dates, purpose, cost center, approvals.”

2. As Admin, write hotel booking confirmation email — “Confirm reservation [Hotel], [Check-in/out dates], amenities, cancellation policy.”

3. As Travel Desk, prepare a daily travel schedule — “Summarize all trips tomorrow: traveler name, mode, timings, hotel.”

4. As Hospitality Lead, draft welcome note for guest — “Welcome [Guest] to [City]. Provide itinerary, local contact, emergency numbers.”

5. As Admin, create cab booking log — “Table: traveler, pickup, drop, driver, cost, status.”

6. As Travel Desk, generate travel policy summary — “Summarize entitlements, preferred vendors, do’s/don’ts, reimbursement process.”

# EHS & Compliance

1. As Safety Officer, create daily safety checklist — “Check PPE compliance, fire exits, first aid kits, hazard areas.”

2. As Compliance Lead, draft monthly compliance report — “Summarize inspections, incidents, corrective actions, upcoming audits.”

3. As EHS Trainer, prepare induction note — “Topics: evacuation plan, waste disposal, reporting unsafe acts, contacts.”

4. As Facility Admin, draft incident escalation email — “Notify leadership of workplace incident, actions taken, next steps.”

5. As Compliance Manager, prepare audit readiness checklist — “Collect documents: licenses, training records, inspection logs, corrective actions.”

6. As Safety Officer, write post-drill feedback report — “Summarize drill observations, participation rate, gaps, improvements.”

# Office Move & Space Planning

1. As Move Coordinator, create office relocation plan — “Phases: inventory, packing, transport, setup, IT, communication.”

2. As Admin, draft seating arrangement chart — “Allocate desks by team, show neighborhood, include shared spaces.”

3. As Space Planner, summarize occupancy analysis — “List team size vs. allocated seats, % utilization, recommendations.”

4. As Admin, draft employee move FAQ — “Include what to pack, what not, move date, storage, contacts.”

5. As Project Manager, write vendor instructions for move — “Scope, timelines, packing standards, labeling system, insurance.”

6. As Facility Lead, prepare move day communication — “Notify employees: timings, access restrictions, helpline.”

# Cafeteria & Pantry

1. As Admin, draft weekly cafeteria menu — “Plan balanced meals: veg/non-veg, snacks, beverages, allergy notes.”

2. As Pantry Manager, prepare daily inventory checklist — “Track milk, coffee, snacks, cutlery, reorder levels.”

3. As Admin, write feedback survey for cafeteria — “Ask about taste, hygiene, menu variety, service speed.”

4. As Pantry Lead, draft vendor performance note — “Summarize food quality, delivery timeliness, hygiene, complaints.”

5. As Admin, send special festival menu email — “Announce Diwali special lunch menu with date and RSVP link.”

6. As Pantry Manager, generate monthly cost summary — “Breakdown by item category, vendor, wastage, per capita spend.”

# Budgeting & Reports

1. As Admin, prepare monthly facilities budget tracker — “Include categories: housekeeping, security, cafeteria, travel, utilities, variance vs. budget.”

2. As Finance Lead, generate quarterly expense report — “Summarize spend by category, variance, reasons, corrective measures.”

3. As Admin, create cost-saving proposal — “Suggest 3 initiatives with estimated savings and investment required.”

4. As Facility Head, prepare annual budget request — “Forecast headcount, space, services, capex/opex needs, justifications.”

5. As Admin, draft executive dashboard summary — “Charts/tables: spend trend, top vendors, variance, KPI highlights.”

6. As Finance Partner, write budget variance explanation email — “Explain overspend/underspend, reasons, corrective steps.”