# Prompt Library Pro  Operations & Productivity (250 prompts)

Total prompts: 250

Formats: PDF / Markdown / CSV / JSON

# Contents

Categories (page ranges show where each category begins and ends).

# 1 — Meetings

Title: Agenda that drives decisions
Role: Senior Operations Manager / Facilitator
Task: Create a decision-focused agenda for a meeting that must conclude with clear decisions and owners.
Inputs (paste and fill):
- Meeting purpose (1 sentence): [ ]
- Attendees + roles: [ ]
- Decisions needed: [ ]
- Pre-reads / data links: [ ]
- Timebox (mins): [ ]
- Constraints (e.g., remote/in-person): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include timeboxes per section
- Include 'decision criteria' for each decision item
Output (Markdown):
- Agenda table (time, topic, owner, desired outcome)
- Decision items section (decision, options, criteria)
- Pre-work checklist for attendees
- Parking lot section
Finish with a short QA checklist tailored to this output.

# 2 — Meetings

Title: Minutes + decision log from rough notes
Role: Ops Manager / Scribe
Task: Turn messy notes into clean minutes and a decision log that can be shared immediately.
Inputs (paste and fill):
- Raw notes (paste): [ ]
- Date/time/location: [ ]
- Attendees: [ ]
- Any action items already known: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Do not invent facts; mark unknowns as [TBD]
Output (Markdown):
- Minutes (summary, discussion highlights)
- Decisions log (decision, rationale, owner, due date)
- Actions table (action, owner, due date, dependency)
Finish with a short QA checklist tailored to this output.

# 3 — Meetings

Title: Exec-ready meeting brief (one-pager)
Role: Chief of Staff style
Task: Create a one-page pre-read briefing for an exec meeting, optimised for speed of understanding.
Inputs (paste and fill):
- Topic: [ ]
- Background context (paste): [ ]
- Key metrics/data (paste): [ ]

- Options on the table: [ ]
- Recommendation (if any): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Maximum 1 page in Markdown
- Use 'So what?' framing
Output (Markdown):
- Headline + decision required
- Context (3–5 bullets)
- Options (pros/cons)
- Recommendation
- Risks & mitigations
- Appendix: key numbers
Finish with a short QA checklist tailored to this output.

## 4 — Meetings

Title: Meeting invite message that gets attendance
Role: Team Lead
Task: Write a concise invite message that makes it obvious why the meeting matters and what preparation is required.
Inputs (paste and fill):
- Audience: [ ]
- Meeting objective: [ ]
- Date/time: [ ]
- Expected prep (if any): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep under 180 words
Output (Markdown):
- Subject line options (3)
- Invite message
- Prep checklist
- If you can't attend: async alternatives
Finish with a short QA checklist tailored to this output.

## 5 — Meetings

Title: Workshop plan (90–120 mins)
Role: Facilitator
Task: Design a structured workshop to solve a specific operational problem and leave with an agreed plan.
Inputs (paste and fill):
- Problem statement: [ ]
- Participants: [ ]
- Current constraints: [ ]
- Success definition: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

- Include activities and timing
- Include materials needed
Output (Markdown):
- Workshop agenda with activities
- Facilitation script cues
- Outputs to capture (artefacts)
- Follow-up plan (48h + 7d)
Finish with a short QA checklist tailored to this output.

## 6 — Meetings

Title: Difficult conversation meeting plan
Role: People Manager
Task: Prepare a plan for a difficult 1:1 meeting (performance, behaviour, or expectations) that is fair and clear.
Inputs (paste and fill):
- Situation summary (facts only): [ ]
- Desired change: [ ]
- Employee perspective (if known): [ ]
- Policies/constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Use respectful tone
- Include boundary statements
Output (Markdown):
- Opening script
- Facts vs impact
- Questions to ask
- Agreements & next steps
- Documentation notes
Finish with a short QA checklist tailored to this output.

## 7 — Meetings

Title: Decision memo after meeting
Role: Ops Manager
Task: Write a post-meeting decision memo that documents what was decided and why, to prevent re-litigating later.
Inputs (paste and fill):
- Decision(s) made: [ ]
- Rationale: [ ]
- Alternatives considered: [ ]
- Owners/dates: [ ]
- Stakeholders to inform: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Decision memo
- Actions + owners + dates
- Comms list + message snippets
Finish with a short QA checklist tailored to this output.

## 8 — Meetings

Title: Stand-up format redesign
Role: Agile team lead
Task: Redesign a daily stand-up so it is fast, useful, and not a status theatre.
Inputs (paste and fill):
- Team type: [ ]
- Current stand-up issues: [ ]
- Time available: [ ]
- Work tracking tool: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include a 2-week experiment plan
Output (Markdown):
- New stand-up script (timeboxed)
- Rules of engagement
- Escalation/parking lot method
- Experiment metrics + review cadence
Finish with a short QA checklist tailored to this output.

## 9 — Meetings

Title: Retrospective facilitation pack
Role: Facilitator
Task: Create a retrospective plan that surfaces real issues and produces actionable improvements.
Inputs (paste and fill):
- Sprint/period: [ ]
- What happened (high-level): [ ]
- Team sentiment: [ ]
- Constraints (remote etc.): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include psychological safety measures
Output (Markdown):
- Retro agenda
- Prompt questions
- Activity instructions
- Action selection method
- Close-out script
Finish with a short QA checklist tailored to this output.

## 10 — Meetings

Title: Stakeholder meeting Q&A prep
Role: Ops lead
Task: Prepare a Q&A pack anticipating tough stakeholder questions and best answers.
Inputs (paste and fill):
- Stakeholder group: [ ]
- Topic: [ ]
- Known concerns: [ ]
- Data/metrics: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include 'answer if asked' vs 'avoid unless asked'
Output (Markdown):
- Top 15 questions
- Best answer + supporting evidence
- Red flags + safe phrasing
- Follow-up actions if challenged
Finish with a short QA checklist tailored to this output.

## 11 — Meetings

Title: Meeting to unblock a project
Role: Project lead
Task: Plan and run a meeting designed to remove blockers and re-align owners.
Inputs (paste and fill):
- Project summary: [ ]
- Current blockers: [ ]
- Decision needed: [ ]
- Attendees: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Agenda focused on blockers
- Blocker table (issue, owner, decision, due date)
- Escalation path
- Post-meeting message
Finish with a short QA checklist tailored to this output.

## 12 — Meetings

Title: 1:1 template for ongoing coaching
Role: Line manager
Task: Create a repeatable 1:1 structure that supports coaching, alignment, and accountability.
Inputs (paste and fill):
- Role/level: [ ]
- Current goals: [ ]
- Known issues: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include a section for wellbeing
Output (Markdown):
- 1:1 agenda template
- Question bank
- Follow-up notes structure
Finish with a short QA checklist tailored to this output.

## 13 — Meetings

Title: Cross-team alignment meeting design
Role: Programme manager
Task: Design a cross-team alignment meeting that clarifies interfaces, dependencies, and handoffs.
Inputs (paste and fill):
- Teams involved: [ ]
- Shared goal: [ ]
- Dependencies: [ ]
- Known friction points: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include RACI and interface definition
Output (Markdown):
- Agenda
- Interface map section
- RACI table
- Dependency log
- Operating cadence proposal
Finish with a short QA checklist tailored to this output.

## 14 — Meetings

Title: Meeting cancellation / reschedule message
Role: Team lead
Task: Write a message that cancels or reschedules without losing momentum.
Inputs (paste and fill):
- Meeting name: [ ]
- Reason (optional): [ ]
- New proposal: [ ]
- What to do instead: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep concise
Output (Markdown):
- Message
- Async alternative
- Next steps + dates
Finish with a short QA checklist tailored to this output.

## 15 — Meetings

Title: Facilitator opening + closing scripts
Role: Facilitator
Task: Write opening and closing scripts that set expectations, keep pace, and end with clarity.
Inputs (paste and fill):
- Meeting type: [ ]
- Outcome needed: [ ]
- Sensitive topics (if any): [ ]
Constraints:
- UK English

- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Opening script
- Timekeeping cues
- Decision capture phrasing
- Closing script + recap

Finish with a short QA checklist tailored to this output.

## 16 — Meetings

Title: Conflict mediation meeting plan
Role: Mediator
Task: Create a mediation meeting plan for two parties in conflict, with structure and safety.
Inputs (paste and fill):
- Parties + roles: [ ]
- Conflict summary (facts): [ ]
- Shared objective: [ ]
- Non-negotiables: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include ground rules and escalation

Output (Markdown):
- Ground rules
- Agenda
- Questions for each party
- Agreement framework
- Documenting outcomes

Finish with a short QA checklist tailored to this output.

## 17 — Meetings

Title: Executive update in 5 minutes
Role: Ops manager
Task: Prepare a 5-minute spoken update and a supporting slide outline (text only).
Inputs (paste and fill):
- Topic: [ ]
- Status: [ ]
- Metrics: [ ]
- Risks: [ ]
- Ask: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Make it 'headline-first'

Output (Markdown):
- Spoken script (5 mins)
- Slide outline (max 5 slides)
- Likely questions + answers

Finish with a short QA checklist tailored to this output.

## 18 — Meetings

Title: Action tracker system
Role: Ops lead
Task: Design a lightweight action tracker process for meeting actions so they don't disappear.
Inputs (paste and fill):
- Tooling available (Sheets/Jira/Notion): [ ]
- Team size: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Action tracker template
- Operating rules
- Reminder cadence
- Definition of done
Finish with a short QA checklist tailored to this output.

## 19 — Meetings

Title: Pre-mortem meeting plan
Role: Facilitator
Task: Plan a pre-mortem meeting to identify how a project could fail and prevent it.
Inputs (paste and fill):
- Project: [ ]
- Timeline: [ ]
- Constraints: [ ]
- Stakeholders: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Agenda
- Prompt questions
- Risk capture format
- Output: top mitigations + owners
Finish with a short QA checklist tailored to this output.

## 20 — Meetings

Title: Decision matrix creation
Role: Ops analyst
Task: Create a decision matrix for competing options, with weights and scoring guidance.
Inputs (paste and fill):
- Decision to make: [ ]
- Options: [ ]
- Criteria: [ ]
- Weights preferences: [ ]
Constraints:
- UK English

- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Explain how to score fairly

Output (Markdown):
- Decision matrix table
- Scoring instructions
- Recommendation logic
- Sensitivity check steps

Finish with a short QA checklist tailored to this output.

## 21 — Meetings

Title: Meeting follow-up email that drives action
Role: Team lead
Task: Write a follow-up email that summarises outcomes and makes next actions unavoidable.
Inputs (paste and fill):
- Audience: [ ]
- Key outcomes: [ ]
- Actions + owners: [ ]
- Deadlines: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Use an actions table

Output (Markdown):
- Email
- Actions table
- Decision recap
- Next checkpoint

Finish with a short QA checklist tailored to this output.

## 22 — Meetings

Title: Async meeting alternative
Role: Ops manager
Task: Convert a proposed meeting into an async workflow (doc + comments) to save time.
Inputs (paste and fill):
- Topic: [ ]
- Decisions needed: [ ]
- Stakeholders: [ ]
- Deadline: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Async plan (steps + timeline)
- Doc template outline
- Commenting rules
- Escalation to live call criteria

Finish with a short QA checklist tailored to this output.

## 23 — Meetings

Title: Meeting effectiveness audit
Role: Ops excellence
Task: Audit a team's recurring meeting and propose improvements with measurable success criteria.
Inputs (paste and fill):
- Meeting name + cadence: [ ]
- Current agenda (paste): [ ]
- Pain points: [ ]
- Attendee feedback (if any): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Audit findings
- Top changes (quick wins + structural)
- New agenda
- Success metrics + review date
Finish with a short QA checklist tailored to this output.

## 24 — Meetings

Title: Crisis call runbook (first 60 minutes)
Role: Incident lead
Task: Create a runbook for the first 60 minutes of a crisis call: roles, comms, decisions, cadence.
Inputs (paste and fill):
- Scenario type: [ ]
- Systems/areas affected: [ ]
- Stakeholders: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Assume high pressure; keep ultra clear
Output (Markdown):
- Roles (incident lead, scribe, comms etc.)
- Minute-by-minute plan
- Comms templates (internal/external)
- Decision checklist
Finish with a short QA checklist tailored to this output.

## 25 — Meetings

Title: Vendor negotiation meeting plan
Role: Procurement/ops lead
Task: Plan a negotiation meeting with a vendor to improve terms without damaging the relationship.
Inputs (paste and fill):
- Vendor + product/service: [ ]
- Current terms (price, SLA, contract length): [ ]
- Your target outcome: [ ]
- Your walk-away point: [ ]
- Leverage points: [ ]
- Decision-makers present: [ ]
Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include BATNA and concessions plan
Output (Markdown):
- Negotiation prep (BATNA, targets, concessions)
- Agenda + roles
- Question list to uncover flexibility
- Proposed terms sheet (draft)
- Follow-up email template
Finish with a short QA checklist tailored to this output.

## 26 — SOPs

Title: SOP from messy notes
Role: Operations Manager
Task: Convert messy notes into a clear, step-by-step SOP that a new starter can follow.
Inputs (paste and fill):
- Process name: [ ]
- Audience/role: [ ]
- Raw notes / current steps (paste): [ ]
- Tools/systems used: [ ]
- Edge cases / exceptions (if known): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Use numbered steps
- Include 'Purpose' and 'Scope'
Output (Markdown):
- Purpose
- Scope
- Definitions (if needed)
- Prerequisites
- Procedure (numbered)
- Exceptions & troubleshooting
- Ownership + review cadence
Finish with a short QA checklist tailored to this output.

## 27 — SOPs

Title: SOP template library for a team
Role: Ops Excellence
Task: Create a reusable SOP template library and naming convention for a small team.
Inputs (paste and fill):
- Team function: [ ]
- Top recurring processes: [ ]
- Where SOPs will live (SharePoint/Notion/etc.): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):

- SOP template (full)
- Lightweight checklist template
- Naming convention + folder structure
- Review/approval workflow
Finish with a short QA checklist tailored to this output.

## 28 — SOPs

Title: Customer refund SOP
Role: Customer Operations Lead
Task: Write a refund SOP that balances customer fairness, fraud prevention, and speed.
Inputs (paste and fill):
- Refund policy constraints: [ ]
- Refund triggers: [ ]
- Approval levels: [ ]
- Systems used: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include fraud checks and escalation
Output (Markdown):
- Policy summary
- Decision tree
- Step-by-step procedure
- Comms templates
- Audit trail requirements
Finish with a short QA checklist tailored to this output.

## 29 — SOPs

Title: Onboarding SOP for new team member
Role: Team Lead
Task: Create an onboarding SOP for a new hire's first 2 weeks, including access, training, and expectations.
Inputs (paste and fill):
- Role: [ ]
- Start date: [ ]
- Key tools/accounts: [ ]
- Key people: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Day 1 checklist
- Week 1 plan
- Week 2 plan
- Access checklist
- Training checklist
- Success criteria + check-ins
Finish with a short QA checklist tailored to this output.

## 30 — SOPs

Title: Offboarding SOP (leaver)
Role: Ops/HR Coordinator
Task: Create an offboarding SOP to ensure security, knowledge transfer, and compliance.
Inputs (paste and fill):
- Role type: [ ]
- Notice period: [ ]
- Systems list: [ ]
- Asset list: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include access revocation timing
Output (Markdown):
- Offboarding timeline
- Access removal checklist
- Knowledge handover checklist
- Comms plan
- Final payroll/admin checks
Finish with a short QA checklist tailored to this output.

## 31 — SOPs

Title: Incident response SOP (non-technical)
Role: Incident Manager
Task: Write an incident response SOP for operational incidents (e.g., service disruption) with clear roles.
Inputs (paste and fill):
- Incident types: [ ]
- On-call/roles available: [ ]
- Comms channels: [ ]
- Escalation contacts: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Roles & responsibilities
- Severity levels
- First 15 minutes checklist
- Comms cadence
- Post-incident review steps
Finish with a short QA checklist tailored to this output.

## 32 — SOPs

Title: SOP for handling customer complaints
Role: Customer Experience Lead
Task: Create an SOP for receiving, triaging, and resolving complaints with consistent tone.
Inputs (paste and fill):
- Channels (email/phone/social): [ ]
- Typical complaint themes: [ ]
- Compensation rules: [ ]
Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include empathy guidelines

Output (Markdown):
- Triage categories + SLAs
- Step-by-step handling
- Response templates
- Escalation matrix
- Quality checks

Finish with a short QA checklist tailored to this output.

## 33 — SOPs

Title: Procurement SOP (small purchases)
Role: Ops Manager
Task: Create a procurement SOP for small purchases to prevent chaos while staying fast.
Inputs (paste and fill):
- Spending thresholds: [ ]
- Budget owners: [ ]
- Approved vendors: [ ]
- Tooling (cards, PO system): [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Workflow by threshold
- Approvals table
- Documentation required
- Vendor onboarding steps
- Audit checks

Finish with a short QA checklist tailored to this output.

## 34 — SOPs

Title: Travel & expenses SOP
Role: Finance Ops
Task: Write a travel & expenses SOP that reduces back-and-forth and speeds reimbursements.
Inputs (paste and fill):
- Expense categories: [ ]
- Receipt rules: [ ]
- Submission tool: [ ]
- Approval chain: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Policy summary
- Submission steps
- Do/don't examples
- Approval SLA

- Common issues + fixes

Finish with a short QA checklist tailored to this output.

## 35 — SOPs

Title: Data access request SOP

Role: Data Governance Lead

Task: Create an SOP for requesting data access with least-privilege and auditability.

Inputs (paste and fill):

- Systems/data sets: [ ]

- Roles involved (requester/approver): [ ]

- Compliance constraints: [ ]

Constraints:

- UK English

- Plain language (no jargon)

- State assumptions explicitly

- Use headings and bullet points where helpful

- Include approval questions

Output (Markdown):

- Request form fields

- Approval workflow

- Provisioning steps

- Logging/audit

- Periodic access review procedure

Finish with a short QA checklist tailored to this output.

## 36 — SOPs

Title: Quality assurance SOP for deliverables

Role: Ops Excellence

Task: Create an SOP for QA of recurring deliverables (reports, emails, packs) to reduce errors.

Inputs (paste and fill):

- Deliverable types: [ ]

- Common errors: [ ]

- Quality bar: [ ]

Constraints:

- UK English

- Plain language (no jargon)

- State assumptions explicitly

- Use headings and bullet points where helpful

Output (Markdown):

- QA checklist template

- Sampling plan

- Escalation rules

- Definition of 'ready to send'

- Training notes

Finish with a short QA checklist tailored to this output.

## 37 — SOPs

Title: SOP for scheduling and calendar hygiene

Role: Team Lead

Task: Create an SOP for scheduling meetings and maintaining calendar hygiene across a team.

Inputs (paste and fill):

- Team size/time zones: [ ]

- Core hours: [ ]

- Meeting types: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Rules (core hours, buffers)
- Booking workflow
- Recurring meeting review cadence
- No-meeting blocks policy
- Exceptions
Finish with a short QA checklist tailored to this output.

## 38 — SOPs

Title: SOP for document version control
Role: Ops Manager
Task: Write an SOP for file naming and version control in a shared drive to stop confusion.
Inputs (paste and fill):
- Where documents live: [ ]
- Doc types: [ ]
- Who edits: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Naming rules
- Versioning rules
- Approval/publish workflow
- Archiving rules
- Examples
Finish with a short QA checklist tailored to this output.

## 39 — SOPs

Title: SOP for vendor management (lightweight)
Role: Ops Manager
Task: Create a vendor management SOP including review cadence, SLA checks, and renewal decisions.
Inputs (paste and fill):
- Vendors list: [ ]
- Contract terms: [ ]
- KPIs/SLAs: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Vendor register fields
- Monthly/quarterly review steps
- Renewal decision checklist
- Issue escalation process
- Comms templates

Finish with a short QA checklist tailored to this output.

## 40 — SOPs

Title: SOP for meeting minutes and action tracking
Role: Ops Lead
Task: Write an SOP to standardise minutes, decisions, and action tracking across a team.
Inputs (paste and fill):
- Where minutes are stored: [ ]
- Action tracker tool: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Minutes template
- Decision log template
- Action tracker rules
- Owner responsibilities
- Review cadence
Finish with a short QA checklist tailored to this output.

## 41 — SOPs

Title: SOP for handling inbound requests (triage)
Role: Ops Team Lead
Task: Create an SOP for triaging inbound requests to the team to protect focus and meet SLAs.
Inputs (paste and fill):
- Channels: [ ]
- Request types: [ ]
- Service levels: [ ]
- Team capacity constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Triage categories
- Intake form
- Prioritisation rules
- Escalation rules
- Comms templates
Finish with a short QA checklist tailored to this output.

## 42 — SOPs

Title: SOP for publishing updates to customers
Role: Customer Comms Lead
Task: Create an SOP for publishing customer-facing updates (release notes, status updates) with approvals.
Inputs (paste and fill):
- Update types: [ ]
- Approval roles: [ ]
- Channels: [ ]

- Tone guidance: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include legal/compliance sign-off if needed
Output (Markdown):
- Workflow
- Templates
- Approval checklist
- Timing rules
- Post-publish monitoring
Finish with a short QA checklist tailored to this output.

## 43 — SOPs

Title: SOP for internal comms announcements
Role: Internal Comms
Task: Write an SOP for internal announcements so messages are consistent and findable.
Inputs (paste and fill):
- Announcement types: [ ]
- Channels (Slack/email): [ ]
- Approval roles: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Decision tree (which channel when)
- Template
- Approval workflow
- Posting schedule
- Archive rules
Finish with a short QA checklist tailored to this output.

## 44 — SOPs

Title: SOP for equipment issuance & returns
Role: Office/IT Ops
Task: Create an SOP for issuing equipment to staff and recovering it on return.
Inputs (paste and fill):
- Equipment types: [ ]
- Tracking tool: [ ]
- Locations: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Issue workflow
- Return workflow
- Asset register fields
- Security wipes steps

- Exception handling
Finish with a short QA checklist tailored to this output.


## 45 — SOPs

Title: SOP for supplier invoice processing
Role: Finance Ops
Task: Write an SOP for processing supplier invoices quickly with controls against duplicates/fraud.
Inputs (paste and fill):
- Invoice channels: [ ]
- Approval chain: [ ]
- Payment terms: [ ]
- Accounting system: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include 3-way match if relevant
Output (Markdown):
- Workflow
- Checks list
- Approval table
- Exception handling
- KPIs to track
Finish with a short QA checklist tailored to this output.


## 46 — SOPs

Title: SOP for customer onboarding
Role: Customer Success
Task: Create an SOP for onboarding a new customer from contract signed to first value.
Inputs (paste and fill):
- Customer type: [ ]
- Implementation steps: [ ]
- Key milestones: [ ]
- Roles involved: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Timeline
- Kickoff checklist
- Milestones + acceptance criteria
- Risks & mitigations
- Handover to BAU
Finish with a short QA checklist tailored to this output.


## 47 — SOPs

Title: SOP for backlog grooming
Role: Ops / Product Ops
Task: Write an SOP for backlog grooming so priorities stay aligned and work stays actionable.
Inputs (paste and fill):

- Backlog tool: [ ]
- Cadence: [ ]
- Participants: [ ]
- Definition of ready: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Grooming agenda
- Rules (size, priority, acceptance criteria)
- Definition of ready checklist
- Outcomes and follow-up
Finish with a short QA checklist tailored to this output.

## 48 — SOPs

Title: SOP for password/secret handling (non-technical)
Role: Security-aware Ops
Task: Create an SOP for handling passwords and secrets safely in a small team.
Inputs (paste and fill):
- Tools allowed (password manager): [ ]
- Sensitive systems: [ ]
- Access roles: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Do not recommend insecure practices
Output (Markdown):
- Approved tools
- Rules (sharing, storage)
- Access request workflow
- Incident steps if compromised
Finish with a short QA checklist tailored to this output.

## 49 — SOPs

Title: SOP for recurring monthly close tasks
Role: Ops + Finance
Task: Create an SOP for monthly close tasks with a calendar, owners, and dependencies.
Inputs (paste and fill):
- Tasks list (paste): [ ]
- Owners: [ ]
- Deadlines: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Calendar schedule
- Task checklist by day
- Dependencies map

- Escalation rules
- Post-close review
Finish with a short QA checklist tailored to this output.


## 50 — SOPs

Title: SOP audit and improvement plan
Role: Ops Excellence
Task: Audit an existing SOP for clarity, completeness, and safety, then propose revisions.
Inputs (paste and fill):
- Existing SOP (paste): [ ]
- Known issues: [ ]
- Audience: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Highlight ambiguous steps
Output (Markdown):
- Audit findings
- Rewritten SOP (improved)
- Change log
- Training notes
Finish with a short QA checklist tailored to this output.


## 51 — Process

Title: Process map from description
Role: Process Analyst
Task: Create a clear process map (text-based) from a written description, including roles and handoffs.
Inputs (paste and fill):
- Process description (paste): [ ]
- Start event: [ ]
- End event: [ ]
- Roles involved: [ ]
- Tools/systems: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Represent as numbered steps plus a swimlane-style table
Output (Markdown):
- Process steps
- Swimlane table (step, role, input, tool, output)
- Pain points & risks
- Quick improvement ideas
Finish with a short QA checklist tailored to this output.


## 52 — Process

Title: Root cause analysis (5 Whys + fishbone)
Role: Ops Excellence
Task: Run a root cause analysis on a recurring problem and propose fixes that address the root, not symptoms.
Inputs (paste and fill):

- Problem statement: [ ]
- Frequency/impact: [ ]
- Evidence/examples: [ ]
- What has been tried: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- 5 Whys chain
- Fishbone categories + hypotheses
- Most likely root causes
- Fix options (quick/medium/long)
- How to validate
Finish with a short QA checklist tailored to this output.

## 53 — Process

Title: Cycle time reduction plan
Role: Lean Ops
Task: Create a plan to reduce cycle time for a process, including measurement and experiments.
Inputs (paste and fill):
- Process name: [ ]
- Current cycle time + data: [ ]
- Constraints: [ ]
- Where delays happen (if known): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include baseline metrics
Output (Markdown):
- Baseline + bottlenecks
- Hypotheses
- Experiment backlog
- Measurement plan
- Expected impact table
Finish with a short QA checklist tailored to this output.

## 54 — Process

Title: Handoff definition for two teams
Role: Programme Manager
Task: Define a clean handoff between two teams to reduce rework and confusion.
Inputs (paste and fill):
- Team A responsibilities: [ ]
- Team B responsibilities: [ ]
- Current issues: [ ]
- Artifacts exchanged: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Handoff contract (inputs/outputs)
- Definition of done on both sides
- Escalation path
- Examples (good vs bad handoff)
Finish with a short QA checklist tailored to this output.

## 55 — Process

Title: Standard work instructions (one-page)
Role: Ops Trainer
Task: Create one-page standard work instructions for a repeating task.
Inputs (paste and fill):
- Task: [ ]
- Audience: [ ]
- Tools: [ ]
- Common mistakes: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep to one page
Output (Markdown):
- Purpose
- When to use
- Steps (with checkpoints)
- Do/Don't
- Troubleshooting
Finish with a short QA checklist tailored to this output.

## 56 — Process

Title: Process KPI design
Role: Ops Analyst
Task: Design meaningful KPIs for a process, avoiding vanity metrics.
Inputs (paste and fill):
- Process goal: [ ]
- Stakeholders: [ ]
- Available data sources: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Candidate KPI list
- Definitions (formula, data source, owner)
- Leading vs lagging mapping
- Targets + rationale
- Risks of gaming + mitigations
Finish with a short QA checklist tailored to this output.

## 57 — Process

Title: Automation opportunity scan
Role: Ops + Automation
Task: Identify automation opportunities in a process and produce an implementation shortlist.
Inputs (paste and fill):
- Process steps (paste): [ ]
- Tools used: [ ]
- Volume/frequency: [ ]
- Error rate: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Consider controls and exceptions
Output (Markdown):
- Automation candidates (ranked)
- Expected savings/benefit
- Risk/complexity
- Recommended next 3 steps
Finish with a short QA checklist tailored to this output.

## 58 — Process

Title: Process documentation pack
Role: Ops Excellence
Task: Produce a documentation pack for a process suitable for audit and onboarding.
Inputs (paste and fill):
- Process name: [ ]
- Regulatory/compliance needs: [ ]
- Current docs (paste): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Process overview
- RACI
- SOP link/summary
- Controls & evidence
- Review cadence
Finish with a short QA checklist tailored to this output.

## 59 — Process

Title: Service blueprint (customer-facing process)
Role: Service Designer
Task: Create a service blueprint linking customer journey steps to backstage operations.
Inputs (paste and fill):
- Service: [ ]
- Customer journey steps (paste): [ ]
- Backstage teams: [ ]
Constraints:
- UK English
- Plain language (no jargon)

- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Customer steps
- Frontstage touchpoints
- Backstage actions
- Systems
- Failure points + mitigations

Finish with a short QA checklist tailored to this output.

## 60 — Process

Title: Define 'Definition of Ready/Done'
Role: Product/Ops
Task: Create clear Definitions of Ready and Done to reduce churn and rework.
Inputs (paste and fill):
- Work type (tickets/projects): [ ]
- Common rework causes: [ ]
- Tooling: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Definition of Ready checklist
- Definition of Done checklist
- Examples
- Adoption plan

Finish with a short QA checklist tailored to this output.

## 61 — Process

Title: Process change proposal
Role: Change Manager
Task: Write a proposal for a process change including rationale, impacts, and rollout plan.
Inputs (paste and fill):
- Current process summary: [ ]
- Proposed change: [ ]
- Who is impacted: [ ]
- Risks: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Problem + evidence
- Proposed change
- Impact assessment
- Rollout plan
- Success metrics

Finish with a short QA checklist tailored to this output.

## 62 — Process

Title: Process control points & evidence
Role: Compliance-aware Ops
Task: Identify control points in a process and specify what evidence should be captured.
Inputs (paste and fill):
- Process steps (paste): [ ]
- Compliance requirements: [ ]
- Audit frequency: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Control points table
- Evidence to capture
- Owner
- Failure modes
- Monitoring cadence
Finish with a short QA checklist tailored to this output.

## 63 — Process

Title: Training plan for a process
Role: Ops Trainer
Task: Create a training plan to teach a process to new team members with assessment.
Inputs (paste and fill):
- Process: [ ]
- Audience: [ ]
- Common errors: [ ]
- Tools: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Training modules
- Practice exercises
- Assessment checklist
- Sign-off criteria
- Refresher cadence
Finish with a short QA checklist tailored to this output.

## 64 — Process

Title: Process exception handling guide
Role: Ops Lead
Task: Design a clear exception handling guide: what counts as an exception, who decides, and how to record it.
Inputs (paste and fill):
- Process: [ ]
- Common exceptions: [ ]
- Risk tolerance: [ ]
Constraints:
- UK English
- Plain language (no jargon)

- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Exception taxonomy
- Decision rights
- Workflow
- Logging template
- Examples

Finish with a short QA checklist tailored to this output.

## 65 — Process

Title: Process simplification (remove steps)
Role: Lean Ops
Task: Simplify a process by challenging each step and proposing a leaner flow.
Inputs (paste and fill):
- Current steps (paste): [ ]
- Why it exists (if known): [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Step-by-step challenge (keep/modify/remove)
- New simplified flow
- Risks introduced + mitigations
- Implementation plan

Finish with a short QA checklist tailored to this output.

## 66 — Process

Title: SLA and queue design
Role: Ops Analyst
Task: Design SLAs and a queueing approach for incoming work so urgent items get handled without chaos.
Inputs (paste and fill):
- Work types: [ ]
- Volumes: [ ]
- Capacity: [ ]
- Business priorities: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- SLA tiers
- Queue rules
- Triage criteria
- Reporting metrics
- Review cadence

Finish with a short QA checklist tailored to this output.

## 67 — Process

Title: Process maturity assessment
Role: Ops Excellence
Task: Assess a process against a maturity model and propose a roadmap to improve.
Inputs (paste and fill):
- Process: [ ]
- Current pain points: [ ]
- Current documentation/tools: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Maturity levels definition
- Current assessment
- Gaps
- Roadmap (30/60/90 days)
- Metrics
Finish with a short QA checklist tailored to this output.

## 68 — Process

Title: Change impact comms plan
Role: Change Manager
Task: Create a communications plan for a process change (who, what, when, channel).
Inputs (paste and fill):
- Change summary: [ ]
- Stakeholder groups: [ ]
- Timeline: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Comms matrix
- Key messages by audience
- FAQ
- Feedback channels
- Success measures
Finish with a short QA checklist tailored to this output.

## 69 — Process

Title: Process risk assessment
Role: Risk-aware Ops
Task: Identify operational risks in a process and propose controls.
Inputs (paste and fill):
- Process steps (paste): [ ]
- Known incidents: [ ]
- Risk appetite: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly

- Use headings and bullet points where helpful

Output (Markdown):

- Risk table (risk, cause, impact, likelihood)
- Controls
- Owners
- Residual risk
- Monitoring

Finish with a short QA checklist tailored to this output.

## 70 — Process

Title: Work instruction visual checklist (text)

Role: Ops

Task: Create a visual-style checklist in text (boxes, sections) for a task to reduce errors.

Inputs (paste and fill):

- Task: [ ]
- Critical steps: [ ]
- Tools: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Checklist with sections
- Go/No-go checkpoints
- Sign-off line
- Troubleshooting

Finish with a short QA checklist tailored to this output.

## 71 — Process

Title: Documented escalation path

Role: Ops Lead

Task: Define an escalation path for a process including triggers and decision-makers.

Inputs (paste and fill):

- Process: [ ]
- What goes wrong: [ ]
- Roles available: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Escalation levels
- Triggers
- Who to contact
- Information to include
- Post-escalation review

Finish with a short QA checklist tailored to this output.

## 72 — Process

Title: Process ownership model
Role: Ops Excellence
Task: Define ownership for a process: roles, responsibilities, and governance cadence.
Inputs (paste and fill):
- Process: [ ]
- Teams involved: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- RACI
- Owner responsibilities
- Governance cadence
- Change control process
- Metrics dashboard outline
Finish with a short QA checklist tailored to this output.

## 73 — Process

Title: Process audit checklist
Role: Internal Auditor
Task: Create an audit checklist for a process to check compliance and effectiveness.
Inputs (paste and fill):
- Process: [ ]
- Requirements/policies: [ ]
- Evidence sources: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Audit checklist
- Sampling guidance
- Common findings
- Reporting template
Finish with a short QA checklist tailored to this output.

## 74 — Process

Title: From KPI dip to action plan
Role: Ops Analyst
Task: Given a KPI has dipped, create a structured investigation and action plan.
Inputs (paste and fill):
- KPI definition: [ ]
- Recent trend data (paste): [ ]
- Suspected drivers: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Hypotheses list
- Data to pull
- Investigation steps
- Action plan options
- Communication plan
Finish with a short QA checklist tailored to this output.

## 75 — Process

Title: Process playbook for scaling volume
Role: Ops Lead
Task: Design a playbook to scale a process as volume doubles without doubling headcount.
Inputs (paste and fill):
- Process: [ ]
- Current volume/capacity: [ ]
- Bottlenecks: [ ]
- Automation tools available: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Scaling levers (people/process/tools)
- Prioritised initiatives
- Risks
- Timeline
- Metrics
Finish with a short QA checklist tailored to this output.

## 76 — Stakeholders

Title: Stakeholder map + influence plan
Role: Programme Manager
Task: Create a stakeholder map and influence plan for an initiative.
Inputs (paste and fill):
- Initiative summary: [ ]
- Stakeholders list (names/roles): [ ]
- What you need from each: [ ]
- Known concerns: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Stakeholder map table (influence, interest, stance)
- Engagement strategy per stakeholder
- Key messages
- Cadence + channels
Finish with a short QA checklist tailored to this output.

## 77 — Stakeholders

Title: Executive stakeholder update email
Role: Ops Lead
Task: Write a crisp update email to exec stakeholders with clear asks and risks.
Inputs (paste and fill):
- Initiative: [ ]
- This week's progress: [ ]
- Key metrics: [ ]
- Risks/blockers: [ ]
- Asks: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep under 220 words
Output (Markdown):
- Subject options (3)
- Email body
- Asks table
- Appendix (optional: metrics)
Finish with a short QA checklist tailored to this output.

## 78 — Stakeholders

Title: Stakeholder interview guide
Role: Research/Change Lead
Task: Create an interview guide to understand stakeholder needs, fears, and success criteria.
Inputs (paste and fill):
- Topic: [ ]
- Stakeholder types: [ ]
- Time per interview: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Opening script
- Question list (needs, constraints, success)
- Probing follow-ups
- Note-taking template
- Synthesis plan
Finish with a short QA checklist tailored to this output.

## 79 — Stakeholders

Title: Comms plan for a change
Role: Change Manager
Task: Create a comms plan for a change that anticipates resistance and builds trust.
Inputs (paste and fill):
- Change summary: [ ]
- Who is impacted: [ ]
- Timeline: [ ]
- Likely objections: [ ]
Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Comms matrix
- Key messages (why/what/when/how)
- FAQ
- Feedback loop
- Launch-day plan
Finish with a short QA checklist tailored to this output.

## 80 — Stakeholders

Title: Stakeholder alignment workshop
Role: Facilitator
Task: Design an alignment workshop that resolves conflicting priorities.
Inputs (paste and fill):
- Stakeholders: [ ]
- Conflicts: [ ]
- Decision required: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Workshop agenda
- Pre-read
- Decision method
- Outputs
- Follow-up comms
Finish with a short QA checklist tailored to this output.

## 81 — Stakeholders

Title: Briefing note for a sponsor
Role: Chief of Staff
Task: Write a sponsor briefing note that prepares them to advocate for the work.
Inputs (paste and fill):
- Sponsor: [ ]
- What you need them to do: [ ]
- Context: [ ]
- Risks: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- One-page brief
- Talking points
- Objections + responses
- Next steps
Finish with a short QA checklist tailored to this output.

## 82 — Stakeholders

Title: Stakeholder risk register
Role: Risk-aware PM
Task: Create a stakeholder risk register (political/people risks) with mitigations.
Inputs (paste and fill):
- Initiative: [ ]
- Stakeholder dynamics (paste): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Stakeholder risks table
- Early warning signs
- Mitigations
- Owners
- Review cadence
Finish with a short QA checklist tailored to this output.

## 83 — Stakeholders

Title: Message house (comms positioning)
Role: Comms Lead
Task: Create a message house: core narrative, supporting points, proof, and tone.
Inputs (paste and fill):
- Audience: [ ]
- Product/change: [ ]
- Proof points/data: [ ]
- Tone constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Core message
- 3 supporting pillars
- Proof points
- Example soundbites
- Do/don't language
Finish with a short QA checklist tailored to this output.

## 84 — Stakeholders

Title: Objection handling sheet
Role: Account/Stakeholder Manager
Task: Produce an objection handling sheet for common stakeholder pushback.
Inputs (paste and fill):
- Change/ask: [ ]
- Likely objections: [ ]
- Non-negotiables: [ ]
- Concessions possible: [ ]
Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Objections table (objection, underlying need, response, evidence)
- Escalation guidance
- Concession plan

Finish with a short QA checklist tailored to this output.

## 85 — Stakeholders

Title: Stakeholder meeting pack
Role: Programme Manager
Task: Create a pack for a stakeholder meeting: objective, agenda, materials, and decisions.
Inputs (paste and fill):
- Meeting purpose: [ ]
- Attendees: [ ]
- Decisions needed: [ ]
- Context links: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Meeting objective
- Agenda
- Pre-read summary
- Decision items
- Follow-up plan

Finish with a short QA checklist tailored to this output.

## 86 — Stakeholders

Title: Internal announcement (sensitive)
Role: Internal Comms
Task: Draft a sensitive internal announcement with empathy and clarity.
Inputs (paste and fill):
- Topic: [ ]
- What is changing: [ ]
- What stays the same: [ ]
- Support available: [ ]
- FAQs: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Avoid legal risk; flag areas needing HR/legal review
Output (Markdown):
- Announcement
- FAQ
- Support/resources section
- Manager talking points

Finish with a short QA checklist tailored to this output.

## 87 — Stakeholders

Title: Stakeholder prioritisation and trade-offs
Role: Ops Lead
Task: Create a framework to manage stakeholder requests and trade-offs transparently.
Inputs (paste and fill):
- Common requests: [ ]
- Capacity constraints: [ ]
- Strategy/OKRs: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Prioritisation criteria
- Intake form fields
- Decision rules
- Comms template for 'not now'
Finish with a short QA checklist tailored to this output.

## 88 — Stakeholders

Title: Stakeholder newsletter template
Role: Comms Lead
Task: Create a reusable stakeholder newsletter template with sections that drive action.
Inputs (paste and fill):
- Audience: [ ]
- Cadence: [ ]
- Key metrics: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Template
- Section guidance
- Metrics presentation rules
- CTA guidance
Finish with a short QA checklist tailored to this output.

## 89 — Stakeholders

Title: Stakeholder escalation email
Role: Programme Manager
Task: Write an escalation email that stays calm, factual, and action-oriented.
Inputs (paste and fill):
- Issue: [ ]
- Impact: [ ]
- What has been tried: [ ]
- Decision needed: [ ]
- Deadline: [ ]
Constraints:
- UK English

- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Email
- Decision request
- Options + recommendation
- Next checkpoint

Finish with a short QA checklist tailored to this output.

## 90 — Stakeholders

Title: Partner coordination plan
Role: Partnerships/Ops
Task: Create a coordination plan with an external partner: cadence, interfaces, and SLAs.
Inputs (paste and fill):
- Partner: [ ]
- Shared deliverables: [ ]
- Interfaces: [ ]
- SLA needs: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Operating cadence
- Interface definition
- Escalation path
- Shared tracker template

Finish with a short QA checklist tailored to this output.

## 91 — Stakeholders

Title: Stakeholder sentiment tracking
Role: Change Lead
Task: Design a lightweight method to track stakeholder sentiment over time.
Inputs (paste and fill):
- Stakeholders: [ ]
- Signals available (meetings, surveys): [ ]
- Cadence: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Signal list
- Tracking template
- Scoring rubric
- Intervention playbook

Finish with a short QA checklist tailored to this output.

## 92 — Stakeholders

Title: Decision narrative for conflicting groups
Role: Chief of Staff
Task: Write a narrative that explains a decision to groups who wanted different outcomes.
Inputs (paste and fill):
- Decision: [ ]
- Groups impacted: [ ]
- What each group wanted: [ ]
- Rationale: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Be fair; acknowledge trade-offs
Output (Markdown):
- Narrative
- What we heard
- Why this decision
- What happens next
- How feedback will be handled
Finish with a short QA checklist tailored to this output.

## 93 — Stakeholders

Title: Stakeholder workshop pre-read
Role: Programme Manager
Task: Create a pre-read that ensures stakeholders arrive informed and ready to decide.
Inputs (paste and fill):
- Topic: [ ]
- Options: [ ]
- Data: [ ]
- Decision deadline: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Max 2 pages
Output (Markdown):
- Context
- Options + pros/cons
- Recommendation (if any)
- Questions for stakeholders
- Decision criteria
Finish with a short QA checklist tailored to this output.

## 94 — Stakeholders

Title: RACI negotiation with stakeholders
Role: Ops Lead
Task: Produce a RACI and a negotiation plan to secure agreement on responsibilities.
Inputs (paste and fill):
- Initiative: [ ]
- Teams: [ ]
- Contentious areas: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Draft RACI
- Questions to resolve ambiguity
- Negotiation plan
- Final sign-off approach

Finish with a short QA checklist tailored to this output.

## 95 — Stakeholders

Title: Stakeholder briefing call script

Role: Stakeholder Manager

Task: Write a call script for a briefing call that builds trust and surfaces concerns.

Inputs (paste and fill):
- Audience: [ ]
- Goal: [ ]
- Time: [ ]
- Sensitive topics: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Call flow
- Key questions
- Handling pushback
- Close + next steps

Finish with a short QA checklist tailored to this output.

## 96 — Stakeholders

Title: Change champions programme

Role: Change Manager

Task: Design a change champions programme (select, enable, and use champions effectively).

Inputs (paste and fill):
- Change: [ ]
- Org size: [ ]
- Geography/time zones: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Selection criteria
- Champion responsibilities
- Enablement plan
- Feedback loop
- Success measures

Finish with a short QA checklist tailored to this output.

## 97 — Stakeholders

Title: Stakeholder reporting dashboard outline
Role: Ops Analyst
Task: Outline a stakeholder dashboard: what to include, definitions, and cadence.
Inputs (paste and fill):
- Stakeholder needs: [ ]
- Metrics available: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Dashboard sections
- Metric definitions
- Narrative guidance
- Governance cadence
Finish with a short QA checklist tailored to this output.

## 98 — Stakeholders

Title: Customer advisory board plan
Role: Customer/PM
Task: Design a customer advisory board plan (who, agenda, cadence, outputs).
Inputs (paste and fill):
- Customer segments: [ ]
- Objectives: [ ]
- Resources available: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Recruitment criteria
- Cadence + agendas
- Output artefacts
- Rules + confidentiality
Finish with a short QA checklist tailored to this output.

## 99 — Stakeholders

Title: Influence without authority plan
Role: Ops/PM
Task: Create a plan to influence stakeholders when you have no direct authority.
Inputs (paste and fill):
- Goal: [ ]
- Key stakeholders: [ ]
- Constraints: [ ]
- Leverage points: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Influence map
- Tactics by stakeholder
- Quick wins
- Risks
- First 2-week plan
Finish with a short QA checklist tailored to this output.

## 100 — Stakeholders

Title: Stakeholder FAQ generator
Role: Comms Lead
Task: Generate a complete FAQ for stakeholders, including 'hard questions' and answers with caveats.
Inputs (paste and fill):
- Topic/change: [ ]
- Known constraints: [ ]
- What you can/can't promise: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- FAQ (20–30 Qs)
- Answer guidelines (what not to say)
- Escalation triggers
Finish with a short QA checklist tailored to this output.

## 101 — Hiring

Title: Role scorecard (outcomes-first)
Role: Hiring Manager
Task: Create a role scorecard focusing on outcomes, competencies, and must-haves.
Inputs (paste and fill):
- Role title: [ ]
- Team context: [ ]
- Top 5 outcomes in first 6 months: [ ]
- Must-have skills: [ ]
- Nice-to-haves: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Role mission
- 6-month outcomes
- Competency rubric
- Must-haves vs nice-to-haves
- Red flags
Finish with a short QA checklist tailored to this output.

## 102 — Hiring

Title: Job description that attracts the right candidates
Role: Hiring Manager
Task: Write a job description that is clear, inclusive, and specific about what success looks like.
Inputs (paste and fill):
- Role title: [ ]
- Level: [ ]
- Location/remote: [ ]
- Key responsibilities: [ ]
- Must-haves: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Avoid clichés and inflated language
Output (Markdown):
- Job ad
- About the team
- What success looks like (90/180 days)
- How to apply
- Equal opportunities note
Finish with a short QA checklist tailored to this output.

## 103 — Hiring

Title: Interview plan (multi-stage)
Role: Recruiter/Hiring Manager
Task: Design an interview process that assesses the right things with minimal candidate pain.
Inputs (paste and fill):
- Role: [ ]
- Number of stages desired: [ ]
- Key competencies to test: [ ]
- Time constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Stages overview
- What each stage assesses
- Interview panel roles
- Candidate communication timeline
- Decision rules
Finish with a short QA checklist tailored to this output.

## 104 — Hiring

Title: Structured interview question bank
Role: Hiring Manager
Task: Create structured behavioural questions mapped to competencies, with scoring rubrics.
Inputs (paste and fill):
- Role: [ ]
- Competencies: [ ]
- Seniority: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Question bank by competency
- What good looks like
- Scoring rubric (1–5)
- Follow-up probes
- Red flags

Finish with a short QA checklist tailored to this output.

## 105 — Hiring

Title: Work sample / case exercise
Role: Hiring Manager
Task: Design a work-sample exercise that mirrors the job and can be graded fairly.
Inputs (paste and fill):
- Role: [ ]
- Realistic task: [ ]
- Time allowed: [ ]
- What to avoid (e.g., unpaid huge work): [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep candidate time reasonable

Output (Markdown):
- Exercise brief
- Inputs provided
- Expected output format
- Grading rubric
- Anti-bias notes

Finish with a short QA checklist tailored to this output.

## 106 — Hiring

Title: Candidate screening questions
Role: Recruiter
Task: Create screening questions to quickly identify fit and eliminate misalignment early.
Inputs (paste and fill):
- Role: [ ]
- Non-negotiables: [ ]
- Constraints (salary, location): [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Screening question list
- Ideal answers
- Deal-breakers
- Script for short phone screen

Finish with a short QA checklist tailored to this output.

## 107 — Hiring

Title: CV review rubric
Role: Hiring Manager
Task: Create a CV review rubric to reduce bias and increase consistency.
Inputs (paste and fill):
- Role: [ ]
- Key signals: [ ]
- Red flags: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Rubric categories
- Scoring guide
- Examples of evidence
- Calibration tips
Finish with a short QA checklist tailored to this output.

## 108 — Hiring

Title: Interview debrief template
Role: Hiring Manager
Task: Create a debrief template that forces evidence-based decisions.
Inputs (paste and fill):
- Role: [ ]
- Stages/panel: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Debrief form
- Evidence prompts
- Bar-raiser questions
- Decision summary format
Finish with a short QA checklist tailored to this output.

## 109 — Hiring

Title: Reference check script
Role: Hiring Manager
Task: Write a reference check script that validates performance and behaviour respectfully.
Inputs (paste and fill):
- Role: [ ]
- Key concerns to validate: [ ]
- Competencies: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly

- Use headings and bullet points where helpful
Output (Markdown):
- Intro + consent script
- Question list
- Red flags
- How to document notes
Finish with a short QA checklist tailored to this output.

## 110 — Hiring

Title: Offer letter essentials checklist
Role: Hiring Manager
Task: Create a checklist of offer essentials to avoid mistakes and mismatched expectations.
Inputs (paste and fill):
- Role: [ ]
- Compensation components: [ ]
- Start date target: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Offer checklist
- Negotiation boundaries
- Candidate comms template
Finish with a short QA checklist tailored to this output.

## 111 — Hiring

Title: Rejection email templates (kind + clear)
Role: Recruiter
Task: Write rejection emails for different stages (post-screen, post-interview, final).
Inputs (paste and fill):
- Role: [ ]
- Stage reached: [ ]
- Feedback policy (can/can't give details): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Be respectful and concise
Output (Markdown):
- Templates for 3 stages
- Optional feedback snippets
- Keep-in-touch line
Finish with a short QA checklist tailored to this output.

## 112 — Hiring

Title: Sourcing persona and channels plan
Role: Recruiter
Task: Define the ideal candidate persona and where to find them.
Inputs (paste and fill):
- Role: [ ]

- Industry: [ ]
- Must-haves: [ ]
- Budget constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Candidate persona
- Search keywords
- Channels shortlist
- Outreach message templates
Finish with a short QA checklist tailored to this output.

## 113 — Hiring

Title: Outreach message (cold)
Role: Recruiter
Task: Write a cold outreach message that is specific and non-spammy.
Inputs (paste and fill):
- Role: [ ]
- Why candidate might fit: [ ]
- Why role is compelling: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Under 120 words
Output (Markdown):
- Message
- Subject options (3)
- Follow-up sequence (2 touches)
Finish with a short QA checklist tailored to this output.

## 114 — Hiring

Title: Hiring plan timeline
Role: Hiring Manager
Task: Create a hiring plan with timeline, responsibilities, and risks.
Inputs (paste and fill):
- Role: [ ]
- Target start date: [ ]
- Interview stages: [ ]
- Stakeholders: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Timeline
- RACI
- Risks + mitigations
- Comms plan

Finish with a short QA checklist tailored to this output.

## 115 — Hiring

Title: Compensation benchmarking narrative
Role: Hiring Manager
Task: Write a compensation rationale narrative to align internal stakeholders.
Inputs (paste and fill):
- Role: [ ]
- Market data (if any): [ ]
- Internal ranges: [ ]
- Equity/benefits: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Rationale
- Range proposal
- Internal equity considerations
- Approval asks
Finish with a short QA checklist tailored to this output.

## 116 — Hiring

Title: Candidate experience audit
Role: Recruiter
Task: Audit the hiring funnel for candidate experience and propose improvements.
Inputs (paste and fill):
- Current process (paste): [ ]
- Drop-off points: [ ]
- Feedback: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Audit findings
- Quick wins
- New comms templates
- Metrics to track
Finish with a short QA checklist tailored to this output.

## 117 — Hiring

Title: Onboarding handover to manager
Role: Recruiter/Ops
Task: Create a clean handover pack from hiring to onboarding so nothing falls through.
Inputs (paste and fill):
- Candidate details: [ ]
- Role: [ ]
- Agreements made: [ ]
- Risks/needs: [ ]
Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Handover doc
- First week plan outline
- Key accommodations/needs (if applicable)
- Check-in schedule
Finish with a short QA checklist tailored to this output.

## 118 — Hiring

Title: Interview training micro-guide
Role: Recruiter
Task: Create a short guide to train interviewers on structure and bias reduction.
Inputs (paste and fill):
- Role types: [ ]
- Common interviewer mistakes: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Do/Don't
- How to ask behavioural questions
- Scoring guidance
- Bias pitfalls
- Calibration plan
Finish with a short QA checklist tailored to this output.

## 119 — Hiring

Title: Panel interview agenda
Role: Hiring Manager
Task: Design a panel interview agenda that avoids repetition and tests distinct areas.
Inputs (paste and fill):
- Role: [ ]
- Panel members + focus areas: [ ]
- Time available: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Agenda
- Role split
- Questions per member
- Candidate questions time
- Debrief instructions
Finish with a short QA checklist tailored to this output.

## 120 — Hiring

Title: Hiring metrics dashboard spec
Role: Recruiting Ops
Task: Specify a hiring metrics dashboard (definitions + targets).
Inputs (paste and fill):
- Hiring goals: [ ]
- Current funnel data (if any): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Metrics list + definitions
- Targets
- Data sources
- Cadence and owners
Finish with a short QA checklist tailored to this output.

## 121 — Hiring

Title: Competency framework for a function
Role: People Ops
Task: Create a competency framework for a function to support consistent hiring and progression.
Inputs (paste and fill):
- Function: [ ]
- Levels needed: [ ]
- Culture/values: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Competencies by level
- Behavioural indicators
- Assessment methods
- How to use it
Finish with a short QA checklist tailored to this output.

## 122 — Hiring

Title: Bias-safe 'must have' rewrite
Role: Recruiter
Task: Rewrite must-have requirements to reduce unnecessary barriers and widen the pool.
Inputs (paste and fill):
- Current requirements (paste): [ ]
- True constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Avoid degree inflation
Output (Markdown):
- Rewritten requirements

- Rationale per change
- Risk notes
Finish with a short QA checklist tailored to this output.

## 123 — Hiring

Title: Offer negotiation call script
Role: Hiring Manager
Task: Write a script for an offer negotiation call that is warm, clear, and aligned to boundaries.
Inputs (paste and fill):
- Role: [ ]
- Offer details: [ ]
- Negotiation room: [ ]
- Candidate priorities (if known): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Call script
- Questions to uncover priorities
- Concession plan
- Close + next steps
Finish with a short QA checklist tailored to this output.

## 124 — Hiring

Title: Probation success plan
Role: Hiring Manager
Task: Create a probation success plan with measurable goals and support.
Inputs (paste and fill):
- Role: [ ]
- Probation length: [ ]
- Key outcomes: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Goals by month
- Support/resources
- Check-in cadence
- Pass/fail criteria
Finish with a short QA checklist tailored to this output.

## 125 — Hiring

Title: Hiring risk assessment
Role: Hiring Manager
Task: Identify risks in hiring for a role and propose mitigations (process, sourcing, assessment).
Inputs (paste and fill):
- Role: [ ]
- Timeline pressure: [ ]
- Market constraints: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Risks table
- Mitigations
- Early warning indicators
- Fallback plan

Finish with a short QA checklist tailored to this output.

## 126 — Performance

Title: OKR draft for an individual

Role: People Manager

Task: Draft OKRs for an individual aligned to team goals, with measurable key results.

Inputs (paste and fill):
- Role: [ ]
- Team goals/OKRs (paste): [ ]
- Responsibilities: [ ]
- Time period: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Objective(s)
- Key results (SMART)
- Initiatives
- Risks/assumptions

Finish with a short QA checklist tailored to this output.

## 127 — Performance

Title: Performance review narrative (evidence-based)

Role: People Manager

Task: Write an evidence-based performance review narrative from notes and examples.

Inputs (paste and fill):
- Employee role/level: [ ]
- Period: [ ]
- Examples of work (paste): [ ]
- Feedback received (paste): [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Do not invent evidence; label gaps

Output (Markdown):
- Summary rating rationale
- Strengths (with evidence)
- Areas to improve (with evidence)
- Impact summary
- Development plan

Finish with a short QA checklist tailored to this output.

## 128 — Performance

Title: Development plan (3 months)
Role: Manager/Coach
Task: Create a 3-month development plan with goals, activities, and checkpoints.
Inputs (paste and fill):
- Current strengths: [ ]
- Development areas: [ ]
- Role aspirations: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Development goals
- Activities (on-the-job, learning, mentoring)
- Milestones
- Check-in questions
- Success measures
Finish with a short QA checklist tailored to this output.

## 129 — Performance

Title: Constructive feedback message
Role: Manager
Task: Draft a constructive feedback message using SBI (Situation–Behaviour–Impact).
Inputs (paste and fill):
- Situation: [ ]
- Observed behaviour: [ ]
- Impact: [ ]
- Desired change: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep tone respectful
Output (Markdown):
- Feedback message
- Questions to invite perspective
- Agreement + next steps
Finish with a short QA checklist tailored to this output.

## 130 — Performance

Title: Recognition message that lands
Role: Manager
Task: Write a recognition message that is specific, timely, and linked to impact.
Inputs (paste and fill):
- What they did: [ ]
- Impact: [ ]
- Audience (private/public): [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Recognition message
- Optional short version (Slack)
- Optional longer version (email)

Finish with a short QA checklist tailored to this output.

## 131 — Performance

Title: Performance Improvement Plan (PIP) draft

Role: People Manager

Task: Draft a fair PIP with measurable expectations and support, aligned to policy constraints.

Inputs (paste and fill):

- Role: [ ]
- Performance gaps (facts): [ ]
- Timeline: [ ]
- Support/resources: [ ]
- Policy constraints: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Be factual and specific

Output (Markdown):

- PIP overview
- Expectations by area
- Support plan
- Check-in schedule
- Success/failure criteria

Finish with a short QA checklist tailored to this output.

## 132 — Performance

Title: 1:1 coaching agenda for low morale

Role: Manager

Task: Create a coaching agenda for a 1:1 where morale is low, to understand and support.

Inputs (paste and fill):

- Context: [ ]
- What you've observed: [ ]
- Support available: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Agenda
- Empathy questions
- Problem-solving questions
- Next steps
- Follow-up plan

Finish with a short QA checklist tailored to this output.

## 133 — Performance

Title: Behavioural expectations agreement
Role: Manager
Task: Create a behavioural expectations agreement document after a tough conversation.
Inputs (paste and fill):
- Behaviour issue: [ ]
- Examples: [ ]
- Desired behaviour: [ ]
- Timeline: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Agreement document
- Examples (acceptable/unacceptable)
- Checkpoints
- Consequences + escalation
Finish with a short QA checklist tailored to this output.

## 134 — Performance

Title: Promotion case outline
Role: Manager
Task: Create a promotion case outline with evidence mapped to level expectations.
Inputs (paste and fill):
- Current level: [ ]
- Target level: [ ]
- Level criteria (paste): [ ]
- Evidence/examples: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Executive summary
- Evidence by criterion
- Impact metrics
- Peer feedback summary
- Risks/areas to strengthen
Finish with a short QA checklist tailored to this output.

## 135 — Performance

Title: Calibration prep pack
Role: People Manager
Task: Prepare a calibration pack that summarises performance fairly and consistently.
Inputs (paste and fill):
- Employee list + roles: [ ]
- Key achievements per person: [ ]
- Ratings guidance: [ ]

Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Per-person summary cards
- Key evidence bullets
- Risks/bias checks
- Questions for calibration
Finish with a short QA checklist tailored to this output.

## 136 — Performance

Title: Skill gap analysis
Role: Manager/Coach
Task: Analyse skills gaps for an employee relative to role expectations and propose actions.
Inputs (paste and fill):
- Role expectations (paste): [ ]
- Current performance notes: [ ]
- Self-assessment (if any): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Gap analysis table
- Priority gaps
- Actions
- Timeline
- Measures of progress
Finish with a short QA checklist tailored to this output.

## 137 — Performance

Title: Team performance health check
Role: Ops/People Manager
Task: Assess team performance health (process, morale, output) and propose interventions.
Inputs (paste and fill):
- Team goals: [ ]
- Symptoms: [ ]
- Data available: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Assessment
- Root causes hypotheses
- Interventions (quick/medium)
- Measurement plan
Finish with a short QA checklist tailored to this output.

## 138 — Performance

Title: 360 feedback synthesis
Role: Manager/HR
Task: Synthesize 360 feedback into themes with actionable next steps.
Inputs (paste and fill):
- Raw feedback (paste): [ ]
- Role context: [ ]
- What feedback is conflicting: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Protect confidentiality; anonymise
Output (Markdown):
- Themes
- Evidence snippets
- Strengths
- Growth areas
- Action plan
Finish with a short QA checklist tailored to this output.

## 139 — Performance

Title: Goal reset mid-cycle
Role: Manager
Task: Draft a goal reset proposal when priorities have changed mid-cycle.
Inputs (paste and fill):
- Original goals: [ ]
- New priorities: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Rationale
- Proposed new goals
- What is deprioritised
- Impact on metrics
- Ask/approval
Finish with a short QA checklist tailored to this output.

## 140 — Performance

Title: Difficult feedback rehearsal
Role: Coach
Task: Create a rehearsal script for giving difficult feedback, including likely responses.
Inputs (paste and fill):
- Feedback topic: [ ]
- Relationship context: [ ]
- Desired outcome: [ ]
Constraints:
- UK English
- Plain language (no jargon)

- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Script
- Likely reactions + responses
- Boundaries
- Close + next steps

Finish with a short QA checklist tailored to this output.

## 141 — Performance

Title: Underperformance investigation plan
Role: Manager
Task: Create a structured plan to diagnose underperformance (skills, clarity, resources, motivation).
Inputs (paste and fill):
- Symptoms: [ ]
- Timeline: [ ]
- Expectations set so far: [ ]
- Context: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Diagnosis questions
- Data to gather
- Hypotheses
- Interventions
- Decision points

Finish with a short QA checklist tailored to this output.

## 142 — Performance

Title: New manager first 30 days plan
Role: New Manager
Task: Create a 30-day plan for a new manager to establish trust and operating rhythm.
Inputs (paste and fill):
- Team size: [ ]
- Current challenges: [ ]
- Stakeholders: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Week-by-week plan
- 1:1 question bank
- Operating cadence
- Quick wins
- Success measures

Finish with a short QA checklist tailored to this output.

## 143 — Performance

Title: Delegation plan
Role: Manager
Task: Create a delegation plan that matches tasks to capability and develops the team.
Inputs (paste and fill):
- Tasks list: [ ]
- Team members + strengths: [ ]
- Risk tolerance: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Delegation matrix
- Task briefs template
- Check-in cadence
- Risk controls
Finish with a short QA checklist tailored to this output.

## 144 — Performance

Title: Performance conversation notes (documentation)
Role: Manager
Task: Turn conversation notes into neutral documentation suitable for HR files.
Inputs (paste and fill):
- Notes (paste): [ ]
- Date: [ ]
- Attendees: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Neutral tone; factual
Output (Markdown):
- Documented summary
- Agreements
- Actions
- Next review date
Finish with a short QA checklist tailored to this output.

## 145 — Performance

Title: Burnout risk check + plan
Role: Manager
Task: Assess burnout risk signals and create a supportive plan that respects boundaries.
Inputs (paste and fill):
- Signals observed: [ ]
- Workload context: [ ]
- Support options: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

- Avoid medical claims; focus on workplace actions

Output (Markdown):

- Assessment (signals)
- Immediate steps
- Workload adjustments
- Check-in plan
- Escalation if risk increases

Finish with a short QA checklist tailored to this output.

## 146 — Performance

Title: Team norms and expectations
Role: Manager
Task: Create team norms (communication, response times, meeting etiquette) to improve performance.
Inputs (paste and fill):
- Team context: [ ]
- Pain points: [ ]
- Time zones: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Norms document
- Examples
- Rollout plan
- Review cadence
Finish with a short QA checklist tailored to this output.

## 147 — Performance

Title: Performance metrics for a role
Role: Manager/Ops
Task: Define measurable performance metrics for a role that align to outcomes.
Inputs (paste and fill):
- Role: [ ]
- Outcomes: [ ]
- Data sources: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Metrics + definitions
- Targets
- How to measure
- Risks of gaming + mitigations
Finish with a short QA checklist tailored to this output.

## 148 — Performance

Title: Coaching plan for communication skills
Role: Coach
Task: Create a coaching plan to improve communication: clarity, brevity, stakeholder handling.
Inputs (paste and fill):
- Current issues: [ ]
- Examples (paste): [ ]
- Context (stakeholders): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Skills breakdown
- Exercises
- Practice plan
- Feedback loop
- Milestones
Finish with a short QA checklist tailored to this output.

## 149 — Performance

Title: Succession plan for a key role
Role: Manager
Task: Create a succession plan including risk assessment and development actions.
Inputs (paste and fill):
- Key role: [ ]
- Current incumbent: [ ]
- Potential successors: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Risk assessment
- Successor readiness matrix
- Development actions
- Timeline
- Contingency plan
Finish with a short QA checklist tailored to this output.

## 150 — Performance

Title: Team performance narrative for leadership
Role: Manager
Task: Write a leadership-ready narrative explaining team performance, wins, and needs.
Inputs (paste and fill):
- Period: [ ]
- Wins: [ ]
- Challenges: [ ]
- Asks: [ ]
- Metrics: [ ]
Constraints:
- UK English

- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Narrative
- Key metrics
- Risks
- Asks
- Next period focus

Finish with a short QA checklist tailored to this output.

## 151 — Reporting

Title: Weekly ops report (narrative + metrics)
Role: Ops Analyst
Task: Create a weekly ops report that combines narrative, metrics, and actions.
Inputs (paste and fill):
- Audience: [ ]
- Key metrics (paste): [ ]
- Wins: [ ]
- Issues: [ ]
- Next week priorities: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Headline summary
- Metrics table
- Insights (so what)
- Risks
- Actions/owners

Finish with a short QA checklist tailored to this output.

## 152 — Reporting

Title: Monthly business review (MBR) pack outline
Role: Ops/PM
Task: Outline an MBR pack with the right structure and story arc.
Inputs (paste and fill):
- Business area: [ ]
- Top KPIs: [ ]
- Known concerns: [ ]
- Decisions needed: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Slide-by-slide outline
- Narrative arc
- Appendix contents
- Owner list

Finish with a short QA checklist tailored to this output.

## 153 — Reporting

Title: KPI definitions catalogue
Role: Analytics Lead
Task: Create a KPI definitions catalogue to stop metric confusion.
Inputs (paste and fill):
- Metrics list: [ ]
- Data sources: [ ]
- Owners: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Catalogue table (name, formula, source, cadence, owner)
- Edge cases
- Data quality checks
Finish with a short QA checklist tailored to this output.

## 154 — Reporting

Title: Executive summary from a long report
Role: Analyst
Task: Summarise a long report into an exec-ready one-pager with actions.
Inputs (paste and fill):
- Full report text (paste): [ ]
- Audience: [ ]
- Decision context: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep under 350 words
Output (Markdown):
- Top 5 takeaways
- Risks
- Recommendations
- Decisions/asks
- Next steps
Finish with a short QA checklist tailored to this output.

## 155 — Reporting

Title: Variance analysis narrative
Role: Finance/Ops Analyst
Task: Explain variances (vs plan, vs last period) in plain English, with hypotheses and actions.
Inputs (paste and fill):
- Actuals (paste): [ ]
- Plan/budget (paste): [ ]
- Context events: [ ]
Constraints:
- UK English
- Plain language (no jargon)

- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Variance table
- Top drivers narrative
- Confidence level per driver
- Actions
- Data gaps
Finish with a short QA checklist tailored to this output.

## 156 — Reporting

Title: Anomaly investigation brief
Role: Ops Analyst
Task: Create a brief to investigate a metric anomaly with a clear plan.
Inputs (paste and fill):
- Metric: [ ]
- What changed: [ ]
- Time window: [ ]
- Related metrics: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Hypotheses
- Data to pull
- Checks sequence
- Likely root causes
- Comms plan
Finish with a short QA checklist tailored to this output.

## 157 — Reporting

Title: Board update memo
Role: Chief of Staff
Task: Draft a board update memo: progress, risks, and asks.
Inputs (paste and fill):
- Company/initiative context: [ ]
- Progress highlights: [ ]
- KPIs: [ ]
- Risks: [ ]
- Asks: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep crisp; avoid fluff
Output (Markdown):
- Memo
- KPI snapshot
- Risks + mitigations
- Asks/decisions
Finish with a short QA checklist tailored to this output.

## 158 — Reporting

Title: Dashboard commentary (what to say)

Role: Analyst

Task: Write commentary to accompany a dashboard so stakeholders know what matters.

Inputs (paste and fill):

- Dashboard KPIs: [ ]
- Notable changes: [ ]
- Audience: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Key messages
- Callouts by KPI
- Questions to anticipate
- Actions

Finish with a short QA checklist tailored to this output.

## 159 — Reporting

Title: Operational metrics pack (definitions + visuals guidance)

Role: Ops Analyst

Task: Design an ops metrics pack: what to include and how to present it (text-only guidance).

Inputs (paste and fill):

- Process/service: [ ]
- Available metrics: [ ]
- Audience: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Metrics shortlist
- Definitions
- Presentation guidance
- Cadence
- Owners

Finish with a short QA checklist tailored to this output.

## 160 — Reporting

Title: Customer support report

Role: Support Ops

Task: Create a support report focusing on volume, SLA, quality, and root causes.

Inputs (paste and fill):

- Ticket data summary (paste): [ ]
- Top issue categories: [ ]
- SLA targets: [ ]

Constraints:

- UK English
- Plain language (no jargon)

- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Metrics table
- Top drivers
- Quality signals
- Improvement actions
- Risks

Finish with a short QA checklist tailored to this output.

## 161 — Reporting

Title: Project status report (RAG + narrative)
Role: Project Manager
Task: Write a project status report that is honest, specific, and action-focused.
Inputs (paste and fill):
- Project: [ ]
- Milestones: [ ]
- Current status: [ ]
- Risks/issues: [ ]
- Dependencies: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- RAG status + rationale
- Progress since last update
- Next steps
- Risks/issues table
- Asks

Finish with a short QA checklist tailored to this output.

## 162 — Reporting

Title: OKR progress report
Role: Ops/PM
Task: Create an OKR progress report with confidence ratings and corrective actions.
Inputs (paste and fill):
- OKRs (paste): [ ]
- Progress evidence: [ ]
- Blockers: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- OKR table (KR, target, current, confidence)
- Narrative
- Corrective actions
- Risks

Finish with a short QA checklist tailored to this output.

## 163 — Reporting

Title: Incident postmortem report
Role: Incident Manager
Task: Write a blameless postmortem with timeline, impact, root cause, and actions.
Inputs (paste and fill):
- Incident summary: [ ]
- Timeline events (paste): [ ]
- Impact: [ ]
- Root cause hypothesis: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Blameless language
Output (Markdown):
- Summary
- Impact
- Timeline
- Root cause
- What went well/poorly
- Action items (owner/date)
Finish with a short QA checklist tailored to this output.

## 164 — Reporting

Title: Quarterly report story arc
Role: Analyst
Task: Turn quarterly results into a coherent story: what happened and why it matters.
Inputs (paste and fill):
- Quarter highlights: [ ]
- KPIs: [ ]
- Major events: [ ]
- Audience: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Narrative outline
- Key charts to include (described)
- Risks
- Next quarter focus
Finish with a short QA checklist tailored to this output.

## 165 — Reporting

Title: Data quality report
Role: Data/Analytics
Task: Create a data quality report: issues, impact, and remediation plan.
Inputs (paste and fill):
- Datasets: [ ]
- Issues observed: [ ]
- Consumers impacted: [ ]
Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Issues list
- Impact assessment
- Root cause hypotheses
- Fix plan
- Monitoring plan
Finish with a short QA checklist tailored to this output.

## 166 — Reporting

Title: One-slide update (text only)
Role: Analyst
Task: Create a one-slide update (text-only) that could be pasted into a deck.
Inputs (paste and fill):
- Topic: [ ]
- Key metrics: [ ]
- Key message: [ ]
- Ask: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Keep to one slide worth of text
Output (Markdown):
- Slide title
- 3–5 bullets
- Metrics line
- Ask line
Finish with a short QA checklist tailored to this output.

## 167 — Reporting

Title: Daily operations brief
Role: Ops Lead
Task: Create a daily brief template for operations with standard sections.
Inputs (paste and fill):
- Operation type: [ ]
- Key metrics: [ ]
- Common incidents: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Template
- Guidance per section
- Escalation triggers
Finish with a short QA checklist tailored to this output.

## 168 — Reporting

Title: Reporting calendar + ownership
Role: Ops Manager
Task: Create a reporting calendar with owners, deadlines, and dependencies.
Inputs (paste and fill):
- Reports list: [ ]
- Cadence per report: [ ]
- Owners: [ ]
- Due dates: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Calendar table
- RACI
- SLA rules
- Escalation path
Finish with a short QA checklist tailored to this output.

## 169 — Reporting

Title: Narrative to accompany cost-saving initiative
Role: Finance/Ops
Task: Write a narrative explaining cost-saving actions without causing panic.
Inputs (paste and fill):
- Initiative: [ ]
- Savings target: [ ]
- Actions: [ ]
- Risks: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Use calm tone
Output (Markdown):
- Narrative
- What changes/what doesn't
- Risks + mitigations
- FAQ
Finish with a short QA checklist tailored to this output.

## 170 — Reporting

Title: Supplier performance report
Role: Procurement/Ops
Task: Create a supplier performance report with KPIs and actions.
Inputs (paste and fill):
- Supplier: [ ]
- SLA metrics (paste): [ ]
- Incidents: [ ]
- Contract context: [ ]
Constraints:
- UK English

- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Scorecard
- Trends
- Issues
- Corrective actions
- Next review date

Finish with a short QA checklist tailored to this output.

## 171 — Reporting

Title: Forecast update narrative
Role: Ops/Finance
Task: Write an update explaining forecast changes and confidence levels.
Inputs (paste and fill):
- Old forecast: [ ]
- New forecast: [ ]
- Drivers: [ ]
- Risks: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Delta summary
- Driver table
- Confidence assessment
- Actions

Finish with a short QA checklist tailored to this output.

## 172 — Reporting

Title: Risk report for leadership
Role: Risk Manager
Task: Create a leadership risk report with prioritised risks and mitigations.
Inputs (paste and fill):
- Risks list (paste): [ ]
- Risk appetite: [ ]
- Owners: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Top risks table
- Changes since last report
- Mitigations progress
- Asks

Finish with a short QA checklist tailored to this output.

## 173 — Reporting

Title: Customer health report (CS)
Role: Customer Success Ops
Task: Create a customer health report with leading indicators and action plan.
Inputs (paste and fill):
- Customer list: [ ]
- Health signals: [ ]
- Renewal dates: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Health score model (simple)
- Customer table
- At-risk analysis
- Actions
Finish with a short QA checklist tailored to this output.

## 174 — Reporting

Title: KPI storytelling checklist
Role: Analyst
Task: Create a checklist for turning KPI numbers into clear narrative insights.
Inputs (paste and fill):
- Audience: [ ]
- Typical KPIs: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Checklist
- Examples of good commentary
- Common pitfalls
Finish with a short QA checklist tailored to this output.

## 175 — Reporting

Title: Regulatory/compliance reporting pack outline
Role: Compliance/Ops
Task: Outline a compliance reporting pack with evidence requirements.
Inputs (paste and fill):
- Regulation/policy: [ ]
- Evidence sources: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Pack outline
- Evidence checklist

- Owner responsibilities
- Audit readiness tips
Finish with a short QA checklist tailored to this output.

## 176 — Customers

Title: Customer onboarding email sequence
Role: Customer Success
Task: Create a short onboarding email sequence that drives activation.
Inputs (paste and fill):
- Product/service: [ ]
- Customer segment: [ ]
- Key activation steps: [ ]
- Tone: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Email 1 (welcome)
- Email 2 (first value)
- Email 3 (best practices)
- Email 4 (check-in)
- Subject lines (2 each)
Finish with a short QA checklist tailored to this output.

## 177 — Customers

Title: Churn risk outreach message
Role: Customer Success
Task: Draft an outreach message to a customer showing churn signals, aiming to retain.
Inputs (paste and fill):
- Customer context: [ ]
- Churn signals: [ ]
- Value they expected: [ ]
- Offer/next step: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Avoid defensiveness
Output (Markdown):
- Email
- Call agenda
- Follow-up actions
Finish with a short QA checklist tailored to this output.

## 178 — Customers

Title: Customer escalation plan
Role: Customer Ops Lead
Task: Create an escalation plan for a high-severity customer issue.
Inputs (paste and fill):
- Customer: [ ]

- Issue: [ ]
- Impact: [ ]
- Timeline: [ ]
- Stakeholders: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Escalation levels
- Comms cadence
- Roles
- Action tracker
- Recovery plan
Finish with a short QA checklist tailored to this output.

## 179 — Customers

Title: Support macro set (top 10 issues)
Role: Support Ops
Task: Create support macros (responses) for the top 10 recurring issues, with placeholders.
Inputs (paste and fill):
- Top issues list: [ ]
- Tone guidance: [ ]
- Policy constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- 10 macros with titles
- When to use each
- Escalation triggers
- QA checklist
Finish with a short QA checklist tailored to this output.

## 180 — Customers

Title: Customer discovery interview script
Role: Product/CS
Task: Write a discovery interview script to learn needs, use cases, and decision criteria.
Inputs (paste and fill):
- Customer segment: [ ]
- Hypotheses to test: [ ]
- Time available: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Intro + consent
- Questions (jobs-to-be-done)
- Probes

- Wrap-up
- Synthesis template
Finish with a short QA checklist tailored to this output.


## 181 — Customers

Title: NPS follow-up workflow
Role: Customer Success Ops
Task: Design an NPS follow-up workflow for promoters, passives, and detractors.
Inputs (paste and fill):
- Current NPS process: [ ]
- Resources available: [ ]
- Escalation constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Workflows by segment
- Templates
- SLAs
- Tracking metrics
Finish with a short QA checklist tailored to this output.


## 182 — Customers

Title: Customer health score model (simple)
Role: CS Ops
Task: Create a simple customer health score model using available signals.
Inputs (paste and fill):
- Signals available: [ ]
- Renewal cycle: [ ]
- Segments: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Model definition
- Scoring rubric
- Thresholds (green/amber/red)
- Actions by status
Finish with a short QA checklist tailored to this output.


## 183 — Customers

Title: Renewal call agenda
Role: Account Manager
Task: Create a renewal call agenda that addresses value, risks, and next steps.
Inputs (paste and fill):
- Customer goals: [ ]
- Usage/impact data: [ ]
- Renewal date: [ ]
- Risks: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Agenda
- Value recap prompts
- Risk discussion prompts
- Close + next steps

Finish with a short QA checklist tailored to this output.

## 184 — Customers

Title: Customer QBR pack outline

Role: Account Manager

Task: Outline a QBR pack that tells a clear story and leads to expansion opportunities.

Inputs (paste and fill):

- Customer: [ ]
- KPIs/impact: [ ]
- Product roadmap relevance: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- QBR outline
- Data to include
- Discussion questions
- Expansion hypotheses

Finish with a short QA checklist tailored to this output.

## 185 — Customers

Title: Complaint response (public)

Role: Customer Support Lead

Task: Draft a public response to a complaint that is calm, helpful, and brand-safe.

Inputs (paste and fill):

- Platform (X/Google Reviews/etc.): [ ]
- Complaint text: [ ]
- What you can offer: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Avoid admitting liability; flag legal review if needed

Output (Markdown):

- Public reply
- Private follow-up message
- Internal notes

Finish with a short QA checklist tailored to this output.

## 186 — Customers

Title: Customer feedback synthesis
Role: Product/CS
Task: Synthesize raw feedback into themes, severity, and next actions.
Inputs (paste and fill):
- Feedback dump (paste): [ ]
- Customer segments: [ ]
- Known priorities: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Themes
- Severity/impact assessment
- Representative quotes (short)
- Recommendations
- Next steps
Finish with a short QA checklist tailored to this output.

## 187 — Customers

Title: Customer journey map (text)
Role: Service Designer
Task: Create a customer journey map in text with pain points and opportunities.
Inputs (paste and fill):
- Journey stages (if known): [ ]
- Customer persona: [ ]
- Touchpoints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Journey stages table
- Pain points
- Moments of truth
- Opportunities backlog
Finish with a short QA checklist tailored to this output.

## 188 — Customers

Title: Win-back email
Role: Customer Success
Task: Write a win-back email to a recently churned customer with a clear offer and humility.
Inputs (paste and fill):
- Why they churned: [ ]
- What changed: [ ]
- Offer: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Email
- Subject options (5)
- Follow-up plan
Finish with a short QA checklist tailored to this output.

## 189 — Customers

Title: Customer success playbook (first value)
Role: Customer Success Lead
Task: Create a playbook to get customers to first value quickly and repeatably.
Inputs (paste and fill):
- Product: [ ]
- Activation milestones: [ ]
- Common blockers: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Milestone plan
- Templates
- Objection handling
- Metrics
Finish with a short QA checklist tailored to this output.

## 190 — Customers

Title: Support SLA policy (customer-facing)
Role: Support Ops
Task: Draft a customer-facing SLA policy that sets expectations clearly.
Inputs (paste and fill):
- Support hours: [ ]
- Channels: [ ]
- Severity levels: [ ]
- Response targets: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Policy
- Severity definitions
- Response times
- How to raise urgent issues
Finish with a short QA checklist tailored to this output.

## 191 — Customers

Title: Customer segmentation framework
Role: Marketing/CS Ops
Task: Create a segmentation framework useful for prioritisation and comms.
Inputs (paste and fill):
- Customer list attributes available: [ ]

- Business goals: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Segments definition
- How to classify customers
- Use cases for each segment
- Risks
Finish with a short QA checklist tailored to this output.

## 192 — Customers

Title: Customer case study interview guide
Role: Marketing/CS
Task: Create an interview guide to produce a strong customer case study.
Inputs (paste and fill):
- Customer: [ ]
- Outcome achieved: [ ]
- Metrics: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Question list
- Story structure
- Proof points checklist
- Consent and approvals
Finish with a short QA checklist tailored to this output.

## 193 — Customers

Title: Implementation plan (customer project)
Role: Implementation Manager
Task: Create an implementation plan with milestones, owners, and risks.
Inputs (paste and fill):
- Scope: [ ]
- Timeline: [ ]
- Customer stakeholders: [ ]
- Internal team: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Plan timeline
- Milestones + acceptance criteria
- RACI
- Risk log
- Comms cadence
Finish with a short QA checklist tailored to this output.

## 194 — Customers

Title: Customer comms for downtime
Role: Customer Comms Lead
Task: Write customer communications for downtime: initial notice, updates, resolution.
Inputs (paste and fill):
- Incident summary: [ ]
- ETA uncertainty: [ ]
- Channels: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Be transparent; don't overpromise
Output (Markdown):
- Initial message
- Update message template
- Resolution message
- FAQ
Finish with a short QA checklist tailored to this output.

## 195 — Customers

Title: Feature request response (no)
Role: Product Support
Task: Respond to a feature request you can't do soon, while maintaining trust.
Inputs (paste and fill):
- Feature request: [ ]
- Reason it's not planned: [ ]
- Alternatives: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Response message
- What we can do instead
- How we'll keep them updated
Finish with a short QA checklist tailored to this output.

## 196 — Customers

Title: Handling price increase comms
Role: Account Manager
Task: Draft communications for a price increase with justification and options.
Inputs (paste and fill):
- Increase details: [ ]
- Customer segment: [ ]
- Value delivered: [ ]
- Concessions possible: [ ]
Constraints:
- UK English
- Plain language (no jargon)

- State assumptions explicitly
- Use headings and bullet points where helpful
- Be firm but fair

Output (Markdown):
- Email
- FAQ
- Call talk track

Finish with a short QA checklist tailored to this output.

## 197 — Customers

Title: Customer support triage rules
Role: Support Ops
Task: Design triage rules so urgent and high-value cases are prioritised fairly.
Inputs (paste and fill):
- Ticket types: [ ]
- SLA targets: [ ]
- Customer tiers: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Triage rubric
- Priority matrix
- Escalation triggers
- Metrics to monitor

Finish with a short QA checklist tailored to this output.

## 198 — Customers

Title: CS playbook for low usage
Role: Customer Success
Task: Create a playbook for customers with low usage: diagnose, intervene, track.
Inputs (paste and fill):
- Usage signals: [ ]
- Customer goals: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Diagnosis steps
- Interventions
- Comms templates
- Success metrics

Finish with a short QA checklist tailored to this output.

## 199 — Customers

Title: Customer communication tone guide
Role: Brand/Comms
Task: Create a tone guide for customer communications with examples and anti-examples.
Inputs (paste and fill):
- Brand traits: [ ]
- Do/don't: [ ]
- Channels: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Tone principles
- Examples
- Anti-examples
- Checklist
Finish with a short QA checklist tailored to this output.

## 200 — Customers

Title: Customer-facing knowledge base article
Role: Support Writer
Task: Write a knowledge base article from a rough description, with clear steps and screenshots placeholders.
Inputs (paste and fill):
- Topic: [ ]
- Rough steps (paste): [ ]
- Common errors: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Include 'If you see X' troubleshooting
Output (Markdown):
- Article
- Steps
- Troubleshooting
- Related articles suggestions
Finish with a short QA checklist tailored to this output.

## 201 — Planning

Title: Quarterly plan (objectives + initiatives)
Role: Ops/Programme Lead
Task: Create a quarterly plan with objectives, initiatives, owners, and milestones.
Inputs (paste and fill):
- Team/area: [ ]
- Strategic goals: [ ]
- Constraints: [ ]
- Candidate initiatives: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly

- Use headings and bullet points where helpful

Output (Markdown):

- Objectives
- Initiatives table (owner, milestone, impact)
- Timeline
- Risks
- Dependencies

Finish with a short QA checklist tailored to this output.

## 202 — Planning

Title: 90-day plan for a new role
Role: New Hire
Task: Create a 30/60/90 day plan with outcomes and learning goals.
Inputs (paste and fill):
- Role: [ ]
- Context: [ ]
- Key stakeholders: [ ]
- Immediate priorities: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- 30/60/90 plan
- Stakeholder map
- Quick wins
- Risks + mitigations
Finish with a short QA checklist tailored to this output.

## 203 — Planning

Title: Capacity plan (simple)
Role: Ops Manager
Task: Create a simple capacity plan balancing BAU and projects.
Inputs (paste and fill):
- Team members: [ ]
- Available hours/week: [ ]
- BAU load: [ ]
- Project list: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Capacity table
- Allocation proposal
- Trade-offs
- Review cadence
Finish with a short QA checklist tailored to this output.

## 204 — Planning

Title: Scenario planning (3 scenarios)
Role: Strategy/Ops
Task: Produce scenario plans (base/best/worst) with triggers and actions.
Inputs (paste and fill):
- Topic: [ ]
- Key uncertainties: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Scenarios
- Indicators/triggers
- Actions by scenario
- Decision points
Finish with a short QA checklist tailored to this output.

## 205 — Planning

Title: Prioritisation framework + applied example
Role: Ops Lead
Task: Create a prioritisation framework and apply it to your backlog items.
Inputs (paste and fill):
- Backlog items (paste): [ ]
- Strategy/OKRs: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Framework definition
- Scoring table
- Ranked list
- Recommendation
Finish with a short QA checklist tailored to this output.

## 206 — Planning

Title: Annual planning calendar
Role: Ops Manager
Task: Create an annual planning calendar with milestones and owners.
Inputs (paste and fill):
- Business cycles: [ ]
- Key events: [ ]
- Reporting needs: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):

- Calendar
- Owners
- Dependencies
- Preparation checklists
Finish with a short QA checklist tailored to this output.

## 207 — Planning

Title: Roadmap narrative (non-technical)
Role: Product/Ops
Task: Write a roadmap narrative for non-technical stakeholders, including what is not planned.
Inputs (paste and fill):
- Roadmap items: [ ]
- Customer needs: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Narrative
- Now/Next/Later table
- What we're not doing + why
- FAQ
Finish with a short QA checklist tailored to this output.

## 208 — Planning

Title: Decision log system
Role: Ops Excellence
Task: Design a decision log system to improve transparency and speed.
Inputs (paste and fill):
- Tooling available: [ ]
- Decision types: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Decision log template
- Operating rules
- Access rules
- Review cadence
Finish with a short QA checklist tailored to this output.

## 209 — Planning

Title: Milestone plan for a project
Role: Project Manager
Task: Create a milestone plan with acceptance criteria and owners.
Inputs (paste and fill):
- Project goal: [ ]
- Timeline constraints: [ ]

- Workstreams: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Milestones table
- Acceptance criteria
- Dependencies
- Risks

Finish with a short QA checklist tailored to this output.

## 210 — Planning

Title: OKR cascade (company to team)
Role: Ops/Strategy
Task: Cascade company OKRs into team OKRs and propose alignment links.
Inputs (paste and fill):
- Company OKRs (paste): [ ]
- Team mission: [ ]
- Constraints: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Team OKRs
- Alignment mapping
- Assumptions
- Review cadence

Finish with a short QA checklist tailored to this output.

## 211 — Planning

Title: Meeting cadence design for a team
Role: Team Lead
Task: Design an operating cadence (meetings + reports) that supports execution without overload.
Inputs (paste and fill):
- Team goals: [ ]
- Time zones: [ ]
- Current meetings (paste): [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Cadence proposal
- Purpose per meeting
- Who attends
- Rules (cancel criteria)

Finish with a short QA checklist tailored to this output.

## 212 — Planning

Title: Backlog grooming plan
Role: Ops/Product Ops
Task: Create a backlog grooming plan with definitions, cadence, and responsibilities.
Inputs (paste and fill):
- Tool: [ ]
- Current pain points: [ ]
- Definition of ready: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Plan
- Roles
- Templates
- Metrics
Finish with a short QA checklist tailored to this output.

## 213 — Planning

Title: Budget planning worksheet outline
Role: Finance/Ops
Task: Create a budget planning outline with categories, assumptions, and review process.
Inputs (paste and fill):
- Budget scope: [ ]
- Known costs: [ ]
- Growth plans: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Categories
- Assumptions log
- Review workflow
- Risk buffer guidance
Finish with a short QA checklist tailored to this output.

## 214 — Planning

Title: Launch plan checklist
Role: Programme Manager
Task: Create a launch plan checklist with readiness gates.
Inputs (paste and fill):
- What is launching: [ ]
- Audience: [ ]
- Date: [ ]
- Dependencies: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Launch checklist
- Readiness gates
- Roles
- Comms plan
Finish with a short QA checklist tailored to this output.

## 215 — Planning

Title: Strategic one-page (strategy on a page)
Role: Strategy
Task: Create a strategy-on-a-page: vision, pillars, bets, metrics.
Inputs (paste and fill):
- Vision: [ ]
- Constraints: [ ]
- Market context: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- One-page strategy
- Pillars
- Key bets
- Metrics
- Risks
Finish with a short QA checklist tailored to this output.

## 216 — Planning

Title: Resource request business case
Role: Ops Lead
Task: Write a business case requesting resources (headcount/tools) with evidence.
Inputs (paste and fill):
- What you need: [ ]
- Why: [ ]
- Impact: [ ]
- Alternatives tried: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Business case
- Costs
- Benefits
- Risks
- Ask
Finish with a short QA checklist tailored to this output.

## 217 — Planning

Title: Change roadmap (phased)
Role: Change Manager
Task: Create a phased roadmap for a change with adoption activities.
Inputs (paste and fill):
- Change: [ ]
- Stakeholders: [ ]
- Timeline: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Phases
- Activities
- Comms
- Training
- Measures of adoption
Finish with a short QA checklist tailored to this output.

## 218 — Planning

Title: Weekly planning ritual
Role: Ops Lead
Task: Design a weekly planning ritual that aligns priorities and protects focus time.
Inputs (paste and fill):
- Team: [ ]
- Work types: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Ritual steps
- Agenda
- Templates
- Rules
Finish with a short QA checklist tailored to this output.

## 219 — Planning

Title: Stakeholder alignment plan for planning cycle
Role: Programme Manager
Task: Create a plan to align stakeholders ahead of planning to reduce last-minute conflicts.
Inputs (paste and fill):
- Planning cycle dates: [ ]
- Stakeholders: [ ]
- Known conflicts: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):
- Alignment steps
- Pre-reads
- Decision points
- Comms
Finish with a short QA checklist tailored to this output.

## 220 — Planning

Title: Risk-based contingency plan
Role: Ops Lead
Task: Create a contingency plan for a plan: what could go wrong and what to do.
Inputs (paste and fill):
- Plan summary: [ ]
- Top uncertainties: [ ]
- Constraints: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Contingencies
- Triggers
- Actions
- Owners
Finish with a short QA checklist tailored to this output.

## 221 — Planning

Title: Timeboxing plan for competing priorities
Role: Ops/PM
Task: Create a timeboxing plan to handle competing priorities while maintaining delivery.
Inputs (paste and fill):
- Priorities list: [ ]
- Deadlines: [ ]
- Capacity: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Timebox schedule
- Trade-offs
- Communication plan
Finish with a short QA checklist tailored to this output.

## 222 — Planning

Title: Process to kill/stop projects
Role: Portfolio Manager
Task: Design a kill-switch process for stopping projects early when value isn't there.
Inputs (paste and fill):
- Current projects list: [ ]
- Decision-makers: [ ]

- Criteria: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Criteria
- Review cadence
- Decision workflow
- Comms template

Finish with a short QA checklist tailored to this output.

## 223 — Planning

Title: Planning assumptions log
Role: Ops
Task: Create an assumptions log template and rules for keeping it updated.
Inputs (paste and fill):

- Planning context: [ ]
- Typical assumptions: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Template
- Update rules
- Review cadence
- Examples

Finish with a short QA checklist tailored to this output.

## 224 — Planning

Title: OKR review meeting pack
Role: Ops
Task: Create a pack for an OKR review meeting: data, narrative, decisions.
Inputs (paste and fill):

- OKRs: [ ]
- Progress data: [ ]
- Issues: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Pack outline
- Tables
- Decision questions
- Actions

Finish with a short QA checklist tailored to this output.

## 225 — Planning

Title: Portfolio view (projects)
Role: Portfolio Manager
Task: Create a portfolio view template: status, value, risk, dependencies.
Inputs (paste and fill):
- Projects list: [ ]
- Status info: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Portfolio table
- Definitions
- Review cadence
- Escalation triggers
Finish with a short QA checklist tailored to this output.

## 226 — Risk

Title: Risk register (operational)
Role: Risk Manager
Task: Create an operational risk register with scoring and mitigations.
Inputs (paste and fill):
- Context/area: [ ]
- Known risks (if any): [ ]
- Risk appetite: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Risk register table (risk, cause, impact, likelihood, score)
- Mitigations
- Owners
- Review cadence
Finish with a short QA checklist tailored to this output.

## 227 — Risk

Title: FMEA-style risk analysis
Role: Ops Excellence
Task: Run an FMEA-style analysis on a process to prioritise failure modes.
Inputs (paste and fill):
- Process steps (paste): [ ]
- Known incidents: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Failure modes table (failure, effect, cause, severity, occurrence, detection, RPN)
- Top priorities

- Mitigations

Finish with a short QA checklist tailored to this output.

## 228 — Risk

Title: Business continuity plan outline
Role: BCP Lead
Task: Create a business continuity plan outline for a team/service.
Inputs (paste and fill):
- Critical services: [ ]
- RTO/RPO expectations: [ ]
- Dependencies: [ ]
- Workarounds: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- BCP outline
- Critical dependencies
- Workarounds
- Comms plan
- Testing cadence
Finish with a short QA checklist tailored to this output.

## 229 — Risk

Title: Crisis communications templates
Role: Incident Comms
Task: Create crisis comms templates for internal and external audiences.
Inputs (paste and fill):
- Incident type: [ ]
- Channels: [ ]
- Approval roles: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Avoid speculation; be transparent about unknowns
Output (Markdown):
- Internal update template
- Customer update template
- Leadership brief template
- FAQ skeleton
Finish with a short QA checklist tailored to this output.

## 230 — Risk

Title: Risk appetite statement draft
Role: Risk/Leadership
Task: Draft a risk appetite statement in plain English with examples.
Inputs (paste and fill):
- Organisation context: [ ]
- Regulatory constraints: [ ]

- Key risk areas: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Risk appetite statement
- Examples of acceptable vs unacceptable risk
- Decision guidelines

Finish with a short QA checklist tailored to this output.

## 231 — Risk

Title: Third-party/vendor risk assessment

Role: Procurement/Risk

Task: Assess risk of a vendor and propose controls and due diligence questions.

Inputs (paste and fill):

- Vendor/service: [ ]
- Data involved: [ ]
- Criticality: [ ]
- Contract terms: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Risk assessment
- Due diligence questions
- Controls/contract clauses to consider
- Residual risk

Finish with a short QA checklist tailored to this output.

## 232 — Risk

Title: Project risk log + mitigation plan

Role: Project Manager

Task: Create a project risk log with mitigations, triggers, and owners.

Inputs (paste and fill):

- Project summary: [ ]
- Timeline: [ ]
- Dependencies: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Risk log table (risk, trigger, owner, mitigation, contingency)
- Review cadence
- Top 5 focus risks

Finish with a short QA checklist tailored to this output.

## 233 — Risk

Title: Data privacy risk checklist (non-legal)

Role: Privacy-aware Ops

Task: Create a practical checklist to reduce privacy risk in everyday operations (non-legal guidance).

Inputs (paste and fill):

- Data types handled: [ ]

- Systems used: [ ]

- Access model: [ ]

Constraints:

- UK English

- Plain language (no jargon)

- State assumptions explicitly

- Use headings and bullet points where helpful

- Flag items needing legal review

Output (Markdown):

- Checklist

- Common pitfalls

- Escalation triggers

Finish with a short QA checklist tailored to this output.

## 234 — Risk

Title: Incident severity matrix

Role: Incident Manager

Task: Create a severity matrix with clear criteria and required actions per level.

Inputs (paste and fill):

- Service context: [ ]

- Impact dimensions: [ ]

- Stakeholders: [ ]

Constraints:

- UK English

- Plain language (no jargon)

- State assumptions explicitly

- Use headings and bullet points where helpful

Output (Markdown):

- Severity levels (1–4/5)

- Criteria table

- Required actions

- Comms cadence

Finish with a short QA checklist tailored to this output.

## 235 — Risk

Title: Control design for a high-risk step

Role: Risk Manager

Task: Design controls for a specific high-risk step in a process.

Inputs (paste and fill):

- Process step: [ ]

- Failure modes: [ ]

- Constraints: [ ]

Constraints:

- UK English

- Plain language (no jargon)

- State assumptions explicitly

- Use headings and bullet points where helpful

Output (Markdown):

- Control options
- Recommended control set
- Evidence to capture
- Owner + testing

Finish with a short QA checklist tailored to this output.

## 236 — Risk

Title: Risk review meeting agenda
Role: Risk Manager
Task: Create a risk review meeting agenda that leads to decisions and actions.
Inputs (paste and fill):
- Risk register link/summary: [ ]
- Attendees: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Agenda
- Pre-read checklist
- Decision questions
- Actions format

Finish with a short QA checklist tailored to this output.

## 237 — Risk

Title: Compliance gap assessment
Role: Compliance/Ops
Task: Assess a process for compliance gaps against a requirement set.
Inputs (paste and fill):
- Requirements (paste): [ ]
- Current process (paste): [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Gap table
- Impact
- Remediation plan
- Owners
- Timeline

Finish with a short QA checklist tailored to this output.

## 238 — Risk

Title: Single-point-of-failure analysis
Role: Ops Lead
Task: Identify single points of failure (people, systems, suppliers) and propose mitigation.
Inputs (paste and fill):
- Context: [ ]
- Key dependencies: [ ]

- Current backups: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- SPOF list
- Impact assessment
- Mitigation options
- Priority order

Finish with a short QA checklist tailored to this output.

## 239 — Risk

Title: Fraud risk assessment (ops)

Role: Risk/Finance Ops

Task: Assess fraud risks in a workflow and propose controls.

Inputs (paste and fill):

- Workflow description (paste): [ ]
- Payment/refund elements: [ ]
- Known incidents: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Fraud risks
- Controls
- Monitoring signals
- Escalation workflow

Finish with a short QA checklist tailored to this output.

## 240 — Risk

Title: Risk-informed decision memo

Role: Ops Lead

Task: Write a decision memo that explicitly weighs risks and mitigations.

Inputs (paste and fill):

- Decision: [ ]
- Options: [ ]
- Risks per option: [ ]
- Constraints: [ ]

Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful

Output (Markdown):

- Decision memo
- Risk comparison table
- Recommendation
- Mitigation plan

Finish with a short QA checklist tailored to this output.

## 241 — Risk

Title: Cyber hygiene checklist for small teams
Role: Security-aware Ops
Task: Create a cyber hygiene checklist for a small team (practical, non-technical).
Inputs (paste and fill):
- Tools used (email, docs, chat): [ ]
- Device types: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
- Do not recommend insecure practices
Output (Markdown):
- Checklist
- Quick wins
- Escalation if compromised
Finish with a short QA checklist tailored to this output.

## 242 — Risk

Title: Risk indicator design (KRIs)
Role: Risk Analyst
Task: Design KRIs (Key Risk Indicators) linked to top risks with thresholds.
Inputs (paste and fill):
- Top risks: [ ]
- Available data signals: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- KRI list
- Definitions
- Thresholds
- Action when breached
Finish with a short QA checklist tailored to this output.

## 243 — Risk

Title: Regulatory change impact scan
Role: Compliance
Task: Create a method to scan regulatory changes and assess impact quickly.
Inputs (paste and fill):
- Industry/region: [ ]
- Key regulations: [ ]
- Owners: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Scan process

- Impact assessment template
- Escalation workflow
- Cadence

Finish with a short QA checklist tailored to this output.

## 244 — Risk

Title: Operational audit readiness checklist
Role: Ops Excellence
Task: Create an audit readiness checklist to ensure evidence and controls are in place.
Inputs (paste and fill):
- Area/process: [ ]
- Audit type: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Checklist
- Evidence list
- Roles
- Common fail points

Finish with a short QA checklist tailored to this output.

## 245 — Risk

Title: Risk communication to leadership
Role: Risk Manager
Task: Draft a leadership update on risks that is clear, prioritised, and action-focused.
Inputs (paste and fill):
- Top risks: [ ]
- Changes since last update: [ ]
- Asks: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Update memo
- Top risks table
- Asks/decisions
- Next steps

Finish with a short QA checklist tailored to this output.

## 246 — Risk

Title: Incident tabletop exercise plan
Role: BCP/Incident
Task: Design a tabletop exercise to practise incident response and comms.
Inputs (paste and fill):
- Scenario: [ ]
- Participants: [ ]
- Objectives: [ ]
Constraints:

- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Exercise agenda
- Injects/questions
- Roles
- Debrief template
- Action capture
Finish with a short QA checklist tailored to this output.

## 247 — Risk

Title: Risk-based access review plan
Role: Security/Governance
Task: Create a periodic access review plan for systems and data.
Inputs (paste and fill):
- Systems: [ ]
- Roles: [ ]
- Frequency: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Process
- Reviewer checklist
- Evidence
- Remediation steps
Finish with a short QA checklist tailored to this output.

## 248 — Risk

Title: Risk escalation decision tree
Role: Risk Manager
Task: Create a decision tree for when and how to escalate risks.
Inputs (paste and fill):
- Risk appetite: [ ]
- Stakeholders: [ ]
- Examples of past issues: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Decision tree
- Escalation levels
- Information required
- Templates
Finish with a short QA checklist tailored to this output.

## 249 — Risk

Title: Post-incident action tracking system
Role: Incident Manager
Task: Design an action tracking system to ensure post-incident actions get completed.
Inputs (paste and fill):
- Tooling: [ ]
- Owner roles: [ ]
- Cadence: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Tracker template
- Operating rules
- Review cadence
- Closure criteria
Finish with a short QA checklist tailored to this output.

## 250 — Risk

Title: Change risk assessment checklist
Role: Change Manager
Task: Create a checklist to assess risk before making a change (process/system).
Inputs (paste and fill):
- Change description: [ ]
- Affected users: [ ]
- Rollback options: [ ]
Constraints:
- UK English
- Plain language (no jargon)
- State assumptions explicitly
- Use headings and bullet points where helpful
Output (Markdown):
- Pre-change checklist
- Go/No-go criteria
- Comms checklist
- Post-change monitoring
Finish with a short QA checklist tailored to this output.