

## Copilot Prompt to Check Your Group Proposal

I am collaborating on a proposal for a recommendation report. I am uploading my draft. Please help me check the following criteria, but do NOT make any changes or revisions to the document. Just tell me if the document meets the following criteria. Take your time and confirm all of the elements carefully.

Our proposal is written in standard memo format and document design, with appropriate spacing and headings (to, from, date, and subject). Our proposal uses standard memo format and document design, with appropriate spacing. There are page numbers, if the document is longer than one page. The document does not include elements of other kinds of correspondence (such as an opening greeting like “Dear” or closing block like “Yours truly” and a signature). It single spaces within section paragraphs and double space between sections and between paragraphs.

Our proposal includes an Introduction section that draws the reader in by providing facts, telling a story, or another strategy and introduces the intended subject of your team management project. The section includes a heading before the content.

Our proposal includes a Project Overview and Rationale (or Justification) section that reintroduces and provides information about the intended subject of your team management project and goes into detail to define the subject, indicate what it involves, why it’s important, and so forth. The section includes a heading before the content.

Our proposal includes a Project Methodology and Resources section that indicates methods by which we plan to conduct research into the projected subject (e.g., interviews, on-site research, questionnaires, surveys, traditional research methods) and lists any key information (i.e., articles, books, videos) that we know we will be using and provides a brief summary of each. The section includes a heading before the content.

Our proposal includes a Project Audience section that identifies specific audience(s) to whom the project will be addressed and indicates what considerations we must make for this audience (such as language, visuals, and so on). The section includes a heading before the content.

Our proposal includes a Project Personnel section that provides brief bios of our group members, emphasizing how each is qualified to pursue this subject and indicates the roles each team member will fulfill for the Recommendation Report. The section includes a heading before the content.

Our proposal includes a Project Timetable section that establishes a rough deadline for each major stage of the project and is set up as a Gantt chart. The section includes a heading before the content.

Our proposal includes a Conclusion section that reiterates our subject and why it’s important and provides contact info for the team leader. The section includes a heading before the content.

Our proposal uses graphics and design elements that will make the subject and the document itself more visually enticing to the reader and hold their attention. These can include bullet lists, headings and subheadings, color, font type, weight, and size, horizontal rules, and boxes.

Our proposal includes at least one illustration (e.g., a photo, a drawing), following these criteria: It does not add decorative illustrations. It includes specific references in the written text to visuals. It wraps the text around visuals.

Our proposal uses footnotes to cite any sources used in the proposal, using whatever style system our group is most comfortable with. The citations are consistent and use the same style throughout.