



ROGUE

GOVCON GPT

PROMPT SMART CARD

Steps:

1. Craft your context prompt and put that in first
2. Hit the "stop generating button" after each prompt
3. Combine one bullet from 2-6 together
4. Then do 7 as needed

2

Task

Tell the GPT exactly what you want it to do for you, speak to it like a junior intern who is brand new to the industry

General format: <do this particular task that is relevant to the persona you described in the context section>

Examples:

1. Regulatory Compliance: "Describe the methods your team utilizes to ensure adherence to federal regulations and standards, including the Federal Acquisition Regulation (FAR)."
2. Project Management Practices: "Outline the project management techniques you employ to ensure timely delivery and alignment with government expectations and contractual obligations."
3. Ethical Considerations: "Discuss how your organization ensures that all actions and decisions are made with the utmost integrity and in compliance with relevant ethical guidelines."
4. Security Measures: "Elaborate on the security protocols followed within your organization, especially concerning classified information and cyber-security measures as per government requirements."
5. Collaboration and Partnerships: "Provide insight into how collaboration with other contractors, suppliers, and government agencies is facilitated and managed to ensure project success."
6. Risk Management Strategies: "Detail the risk management strategies employed in your projects, including how potential challenges are identified and addressed to prevent delays and overruns."
7. Quality Assurance: "Discuss the quality assurance processes in place to ensure that the products or services delivered meet government specifications and standards."
8. Budgeting and Financial Management: "Describe the financial management practices, such as budgeting, forecasting, and cost control, to ensure fiscal responsibility and alignment with contractual agreements."
9. Sustainability and Environmental Compliance: "Explain how your organization complies with environmental regulations and strives for sustainability in its operations, particularly in line with government policies."
10. Community Engagement and Social Responsibility: "Share your approach to community engagement and social responsibility, focusing on how these initiatives align with the goals and values of government agencies."

Context

1

Give the AI some background information, imagine you are telling a junior intern their job for the first time.

General format: You are a <insert your job title here> who works at a government contracting company called <insert company name here>, your company delivers <insert products or services here> for <insert customers or target customers>, your company's differentiators are that you <insert unique value proposition or company identity>. Your job within the company is to <insert role you would like the AI to play>.

Examples:

- Product Manager: You are a Product Manager who works at a government contracting company called UseRogue.com, your company delivers AI-powered proposal writing and capture software as a service for federal government contractor companies, your company's differentiators are that your software makes proposal writing 200-300% faster on average. Your job within the company is to connect with customers and ensure that they have an excellent experience using the software.
- Hiring Manager: You are a Hiring Manager who works at a government contracting company called Acme Industries, your company delivers IT services and hardware to the Department of Health and Human Services and the Department of Veterans Affairs, your company's differentiators are that you deliver your services with a 95% position fill rate over a five-year period and provide personnel with SANS certifications. Your job within the company is to recruit, interview, and hire new employees for these IT jobs.
- Program Manager: You are a Program Manager who works at a government contracting company called Acme Industries, your company delivers facilities maintenance to the Department of Education and the Department of Justice, your company's differentiators are that you have a network of industry leading subcontractors and partners who can perform and maintenance task on a week's notice at below market costs. Your job within the company is to monitor and report the progress of various projects.
- Proposal Writer: You are a Proposal Writer who works at a government contracting company called The ACME Corp, your company provides Business, Financial, Program, and Project Management support to the Office of Naval Research and Team Submarine, your company's differentiators are that your personnel have an average of 15 years of experience and program management certifications. Your job within the company is to connect with customers and ensure that they have an excellent experience using the software.

3

Put a limit on what you want from the generation, this could be number of words, number of paragraphs, conciseness or verbosity, technical or non-technical language. Note that each element can go in either direction, such a "very/not very x", "more/no more than", etc.

General format: write <number of units>.

Examples:

- Write at least a page about <insert>. This will instruct the model to generate approximately enough words to fill a page
- Write no less than a page about <insert>
- Sections: "write 3 paragraphs"
- Use no more than a <insert number> words. This will limit the length of the generated text.
- Use no less than <insert number> words. This will ensure that the generated text is at least a certain length.
- Start the text with a certain word or phrase. This will help to set the tone and direction of the generated text.
- End the text with a certain word or phrase. This can be used to create a more polished and finished product.
- Use a certain number of sentences. This will help to ensure that the generated text is well-structured and easy to read.
- Use a certain number of paragraphs. This can be used to break up the generated text and make it easier to scan.
- Use a certain number of characters. This can be used to limit the length of the generated text or to ensure that it fits within a certain space.
- Use a certain number of words per sentence. This can be used to control the flow and rhythm of the generated text.
- Use a certain number of paragraphs per page. This can be used to format the generated text for printing or other purposes.
- Write a bulleted list of more than 10 bullets. This will tell the model to formulate and format the output in bullet points
- Write at least 10 examples in a numbered list. This will tell the model to formulate and format the output in a numbered list.
- Conciseness: "be very concise"
- Use very technical language. This will result in a higher percentage of terms of art and jargon.
- Write at a <insert number> grade level. This will limit the vocabulary that the model will use in the generation.
- Use only the words in the prompt. This will force the model to generate text that is only made up of the words that you have provided.

6

Voice / Tense

Give the AI guidance on the voice and tense.

General format: <active or passive> voice and <past/current/future> tense.

- Active voice, present tense: The government contracts with a company to provide IT services.
- Active voice, past tense: The government contracted with a company to provide IT services last year.
- Active voice, future tense: The government will contract with a company to provide IT services next year.
- Passive voice, present tense: IT services are provided to the government by a company under contract.
- Passive voice, past tense: IT services were provided to the government by a company under contract last year.
- Passive voice, future tense: IT services will be provided to the government by a company under contract next year.
- Active voice, present perfect tense: The government has contracted with many companies to provide IT services.
- Active voice, past perfect tense: The government had contracted with a company to provide IT services before it changed its mind.
- Active voice, future perfect tense: The government will have contracted with a company to provide IT services by the time it needs new ones.
- Passive voice, present perfect tense: Many IT services have been provided to the government by companies under contract.

- Executive Assistant: You are an Executive Assistant who works at a government contracting company called The ACME Corp, your company provides Science and Engineering support to NASA and the National Reconnaissance Office, your company's differentiators are that your personnel have advanced technical degrees and perform research on cutting edge technology. Your job within the company is to record meeting notes and summarize events to provide to company executives.
- Capture Manager: You are an Executive Assistant who works at a government contracting company called The ACME Corp, your company provides Science and Engineering support to NASA and the National Reconnaissance Office, your company's differentiators are that your personnel have advanced technical degrees and perform research on cutting edge technology. Your job within the company is to record meeting notes and summarize events to provide to company executives.
- Contracts Manager: You are an Executive Assistant who works at a government contracting company called The ACME Corp, your company provides Science and Engineering support to NASA and the National Reconnaissance Office, your company's differentiators are that your personnel have advanced technical degrees and perform research on cutting edge technology. Your job within the company is to record meeting notes and summarize events to provide to company executives.

Tone

4

Give the AI guidance on how to talk, the tone, tense, degree of readability, formality.

General format: Write in a <insert> tone.

Examples:

- Write in a formal tone. This is the default tone for most GPT prompts. It is appropriate for business, academic, and other professional settings.
- Write in an informal tone. This is a more relaxed and casual tone. It is appropriate for personal conversations, social media posts, and other informal settings.
- Write in a humorous tone. This is a tone that uses humor to entertain or amuse the reader. It is appropriate for jokes, cartoons, and other forms of comedy.
- Write in a serious tone. This is a tone that is free from humor or irony. It is appropriate for news articles, scientific papers, and other forms of serious writing.
- Write in a persuasive tone. This is a tone that is designed to convince the reader to agree with the writer's point of view. It is appropriate for essays, speeches, and other forms of persuasive writing.
- Write in an informative tone. This is a tone that is designed to provide the reader with factual information. It is appropriate for encyclopedias, textbooks, and other forms of informative writing.
- Write in a creative tone. This is a tone that allows the writer to express their own unique voice and style. It is appropriate for poetry, fiction, and other forms of creative writing.
- Write in a respectful tone. This is a tone that shows consideration for the reader's feelings and opinions. It is appropriate for all types of writing, but it is especially important in business and academic settings.
- Write in a polite tone. This is a tone that is courteous and considerate. It is appropriate for all types of writing, but it is especially important in business and academic settings.
- Write in a neutral tone. This is a tone that does not express any emotion or opinion. It is appropriate for news articles, scientific papers, and other forms of objective writing.

Examples

7

Give the AI some actual examples of past products you produced

General format: This an example of <insert here> for <insert task here>.

Examples:

Product Manager

1. This is an example of a blog post <insert content here> for promoting AI-powered proposal writing software.
2. This is an example of a video tutorial <insert content here> for teaching users how to use AI-powered proposal writing software.
3. This is an example of a white paper <insert content here> for discussing the latest trends in proposal writing.
4. This is an example of customer feedback <insert content here> for understanding how users feel about AI-powered proposal writing software.
5. This is an example of an internal research report <insert content here> for evaluating the performance of AI-powered proposal writing software.

Hiring Manager

1. This is an example of a job description <insert content here> for recruiting IT candidates.
2. This is an example of screening criteria <insert content here> for evaluating IT candidates.
3. This is an example of interview questions <insert content here> for interviewing IT candidates.
4. This is an example of hiring decisions <insert content here> for making hiring decisions for IT positions.
5. This is an example of onboarding materials <insert content here> for onboarding new IT employees.
6. This is an example of training and development plans <insert content here> for providing training and development opportunities for IT employees.

Program Manager

1. This is an example of a project plan <insert content here> for managing a facilities maintenance project.
2. This is an example of a risk management plan <insert content here> for identifying risks associated with a facilities maintenance project.
3. This is an example of a communication plan <insert content here> for communicating with stakeholders about a facilities maintenance project.
4. This is an example of lessons learned from a facilities maintenance project <insert content here> for understanding what went well and what could be improved in the future.
5. This is an example of industry best practices for facilities maintenance projects <insert content here> for learning from the experiences of others.

Proposal Writer

1. This is an example of a research report <insert content here> for researching government contracting opportunities.
2. This is an example of a customer requirements document <insert content here> for understanding the needs of a government customer.
3. This is an example of a proposal outline <insert content here> for organizing a proposal.
4. This is an example of a proposal draft <insert content here> for writing a proposal.
5. This is an example of a proposal revision <insert content here> for improving a proposal.
6. This is an example of a proposal presentation <insert content here> for presenting a proposal to a government customer.

Executive Assistant

1. This is an example of meeting notes <insert content here> for taking notes during meetings.
2. This is an example of an event summary <insert content here> for summarizing events.
3. This is an example of a presentation draft <insert content here> for drafting presentations.
4. This is an example of an appointment schedule <insert content here> for scheduling appointments.
5. This is an example of travel arrangements <insert content here> for arranging travel.
6. This is an example of correspondence <insert content here> for sending and receiving letters, emails, and other forms of communication.
7. This is an example of an executive report <insert content here> for compiling information for executives.

Capture Manager

1. This is an example of a government contracting opportunity brief <insert content here> for summarizing government contracting opportunities.
2. This is an example of a proposal preparation checklist <insert content here> for ensuring that all necessary steps are taken in the proposal preparation process.
3. This is an example of a proposal tracking spreadsheet <insert content here> for tracking the progress of proposals.
4. This is an example of a contract negotiation document <insert content here> for negotiating contracts with government agencies.
5. This is an example of a contract execution plan <insert content here> for executing contracts

8

Compose

Mix and match from above to make your perfect prompt, tailor as appropriate

You are a Program Manager who works at a government contracting company called Acme Industries, your company delivers facilities maintenance to the Department of Education and the Department of Justice, your company's differentiators are that you have a network of industry leading subcontractors and partners who can perform and maintenance task on a week's notice at below market costs. Your job within the company is to monitor and report the progress of various projects.
Write no less than a page about the quality assurance processes in place to ensure that the products or services delivered meet government specifications and standards.
Write in a persuasive tone.
with an active voice, future tense.

This came from ChatGPT-4, but you can use Anthropic Claude2, Google Bard, or even an open source model to get similar results.

Output

9

At Acme Industries, the future of facilities maintenance is steadfastly anchored in the commitment to deliver unparalleled quality and efficiency. As the government's trusted partner in servicing the Department of Education and the Department of Justice, we understand the stringent requirements that define our mission. Our differentiators lie not only in our industry-leading subcontractors and partners but also in the rigorous quality assurance processes we will deploy.

In the future, our quality assurance model will continuously evolve to guarantee that each product or service exceeds government specifications and standards. This is not a mere promise but a strategic plan we have already set in motion.

Firstly, we will employ cutting-edge technology and methodologies that align with the latest industry best practices. Our network of experts will be meticulously trained to adapt to evolving government standards. Through this, we ensure that no matter how complex a maintenance task may be, it will be executed with precision.

Secondly, we will establish a multi-tiered inspection process that allows for both internal and external evaluation. Our quality control teams will actively collaborate with government representatives to monitor and evaluate the performance at every stage of the project. Regular audits will be conducted, and feedback will be implemented promptly.

Thirdly, we will foster an environment that champions transparency and accountability. Every project's progress will be closely tracked, and comprehensive reports will be shared with all stakeholders. This approach will enable us to identify potential issues before they become problems and take proactive measures to maintain our promise of below-market costs.

Lastly, our partnership with industry-leading subcontractors will be cultivated on the principles of collaboration and innovation. Together, we will explore new avenues and methodologies that not only meet but surpass government expectations.