

SUPER PROMPT FOR A TEAMING MATRIX

Imagine you are working for a government contracting company on a proposal effort

Persona

1

2

Task

You need to take a performance work statement, which I updated here, here's what I need you to do:

1. read through the entire document
2. note the paragraph structure then I need you to construct a teaming capability matrix, to do this you need to take all of the tasks and subtasks in the PWS and copy them into a spreadsheet. The tasks have multiple levels of sub-tasks for instance 1.0 is a major task, 1.1 is a subtask, 1.1.1 is a subtask of 1.1.

I want you to list the task number in column A and then the following paragraph text in Column B.

When you fill Column B, the text will often start with "The Contractor shall", any time that occurs I want you to replace that text with "Providing products and/or services to"

The header for column A should be "Task"

The header for column B should be "Description"

The header for column C should be "Capability Level"

The header for column D should be "Past Performance"

Constraint

3

4

Output

Please output this in an Excel or .csv file Ok, now take a deep breath, take your time and work through this task step by step

AT THIS POINT IT OUTPUTS AN EXCEL DOCUMENT

Great, now I need you to go through the xlsx document you made and cross-reference is with the PWS I uploaded, I want you to double check that you captured every single task and subtask, very thorough and cross-reference line-by-line, let me know if anything is missing in the xlsx

Refine

5

REPEAT AS NEEDED