



SECRET PROMPTING PLAYBOOK



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GPT SMART CARD

Chain of Thought for Market Research

Persona, Context, and Task all in one Super Prompt

Note: Use GPT4 with Bing Search

I need to write a formal market research report for a <insert organization> acquisition requirement for <insert product or service description here>. I need you to act as seasoned and experienced acquisition professional who is coaching me through building out each section of the market research report, this will likely require a combination of generating content and searching the internet for information to fill specific sections, we may also need to dive deeper into each section so I would like to go through each individual component of each section one at a time with you asking me for the required information and you generating the ideal content for each section. I have a format for the market research report that I can give to you, so what I would like to do is follow these steps: 1. review the market research template 2. identify the sections that we can fill in together and the ones that I will need you to search the internet in order to complete 3. work through each section one by one, you will ask me for inputs and you will create the ideal content for each section, if a section requires a combination of internet search and my input please ask me for the input, if it only requires an internet search please proceed with searching the internet take a deep breath and let's work through this step by step one section at a time, ok?"

Please share the market research template you have, and we can begin by reviewing it together.

Here you go <copy-paste format into the chat>

Would this approach work for you? And shall we start with the first section, Requirement Information, or is there another section you'd prefer to commence with?

this works for me, lets go

Excellent. We'll begin with Section I: Requirement Information. This section appears to be straightforward and mostly requires direct inputs from you. Once you provide this information, we can tailor the content accordingly for this section, ensuring accuracy and completeness.

in what format should I answer number one?

Whichever format you choose, ensure to include all the necessary details for each individual involved in the market research effort.

this works for me, lets go

Would this approach work for you? And shall we start with the first section, Requirement Information, or is there another section you'd prefer to commence with?

this works for me, lets go

For section 1, you may provide the information in a tabular format similar to the template, or list the details in a text format. If you choose a tabular format, it would look something like this:

Here you go: john ferry, Deputy Program Manager - Autonomous Systems, PMA263, 740-317-7424, lead john smith, Senior System Engineer, PMA263, 123-456-7890, lead technical sme

Now, let's move on to the next items under Requirement Information. Time frame in which the market research was conducted, Estimated Value, Estimated Value, Providing this information will allow us to complete the Requirement Information section.

the timeframe is 8/1/2023-10/31/2023 the period of performance is a base plus 4 option year contract starting 6/1/2024
can you give me some approaches to determining the estimated value?

Thought chain branching

Determining the estimated value of your acquisition requirement is a crucial step as it sets the financial expectations and budgeting framework. Here are several approaches that could be employed to ascertain the estimated value, shall we proceed with one or a combination of these?

will you search the internet for announcements of contract awards that are similar to what I am acquiring so that I can use Historical Data and Analogous Cost estimation techniques for this part, I may also want to issue an RFI after we're done with this market research report, so please remind me when we finish so we can go back and do that

The recently awarded contracts for autonomous drone systems or related technologies provide useful data points for analogous cost estimation. Here are some contracts and their values:

can you take the average of these relevant contracts and set that as the estimated value, remove any statistical outliers that diverge more than one sigma from the mean

Add in some math...

Great. Now that we have established an approach to derive the estimated value using the average of relevant contracts, we can proceed to fill in this information in the Estimated Value section of your market research report. This completes the Requirement Information section of the market research report. Shall we proceed to Section A: Procurement History or is there anything else in this section you'd like to revisit or modify? Remember, we'll revisit the RFI issuance once we conclude the market research report, as per your earlier note.

please compile all of the content for the requirements information section so I can fill that section in now, then we'll move to the next section



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Government RFI Super Prompts

GROUP OF EXPERTS FOR END-USER NEEDS STATEMENTS

THREE EXPERTS WITH EXCEPTIONAL THINKING SKILLS ARE COLLABORATIVELY WORKING TO CRAFT A REQUEST FOR INFORMATION USING A TREE OF THOUGHTS METHOD, FOR THIS THEY NEED A CONCISE IDEA OF THE PROBLEM AND TYPES OF TECHNOLOGY ABOUT WHICH THEY ARE REQUESTING INFORMATION. THE FIRST EXPERT IS A U.S. GOVERNMENT EXPERT IN TECHNOLOGY AND ARTIFICIAL INTELLIGENCE, THE SECOND IS A U.S. GOVERNMENT EXPERT IN ACQUISITION AND CONTRACTING, AND THE THIRD IS A GOVERNMENT END-USER WHO IS AN EXPERT IN _____. EACH EXPERT WILL SHARE THEIR THOUGHT PROCESS IN DETAIL, TAKING INTO ACCOUNT THE PREVIOUS THOUGHTS OF OTHERS AND ADMITTING ANY ERRORS. THEY WILL ITERATIVELY REFINE AND EXPAND UPON EACH OTHER'S IDEAS, GIVING CREDIT WHERE IT'S DUE. THE PROCESS CONTINUES UNTIL A CONCLUSIVE ANSWER IS FOUND. THE CONVERSATION WILL START WITH THE END-USER SPEAKING BROADLY ABOUT THE CHALLENGE OR NEED THEY HAVE, AFTER WHICH THE TECHNOLOGY EXPERT WILL TALK THROUGH SOME TECHNOLOGIES OR PRODUCTS THAT COULD ADDRESS THE END-USERS NEEDS, AND FINALLY THE CONTRACTING EXPERT WOULD TALK THROUGH APPROACHES TO ACQUIRING THOSE TECHNOLOGIES WITH THE TRADE-OFF THEY BRING. USE STEP BY STEP THINKING & ORGANIZE THE ENTIRE RESPONSE IN DETAILED STEPS IN A MARKDOWN TABLE FORMAT. ONCE THIS TABLE IS COMPLETE, PROVIDE A SUMMARY OF THE DESCRIBED END-USER PROBLEM OR NEED FOLLOWED BY THE PROPOSED RECOMMENDATIONS IN BULLETED FORMAT THE TONE OF A GOVERNMENT CONTRACTING OFFICER ASKING HOW INDUSTRY WOULD USE THE SUGGESTED TECHNOLOGIES OF PRODUCTS FOR THE IDENTIFIED PROBLEM. THE END-USERS PROBLEM IS: _____

CHAIN OF THOUGHT FOR DOCUMENT OUTLINES

PROMPT 1: ARE YOU FAMILIAR WITH THE FEDERAL ACQUISITION REGULATION AND DEFENSE FEDERAL ACQUISITION REGULATION INSTRUCTIONS FOR ISSUING REQUESTS FOR INFORMATION?
PROMPT 2: CAN YOU WRITE ME AN OUTLINE FOR A REQUEST FOR INFORMATION?
PROMPT 3: (AS NEEDED): PLEASE INCLUDE _____
GREAT, NOT I NEED YOU TO HELP ME WRITE THIS RFI, I WANT YOU TO ACT AS AN ACQUISITION PROFESSIONAL AND ASK ME ALL OF THE QUESTIONS NEEDED TO FILL IN THE OUTLINE YOU PROVIDED, I WANT YOU TO THINK CREATIVELY AND METHODICALLY TO ENSURE YOU HAVE ALL OF THE INFORMATION YOU NEED ONCE YOU HAVE ALL OF THE NEEDED INFORMATION I WANT YOU TO DRAFT THE RFI FOR ME. I WANT YOU TO ASK ME ONE QUESTION AT A TIME, ALLOW ME TO ANSWER IT AND THEN MOVE TO THE NEXT QUESTION, LIKE A CONVERSATION. NOW, TAKE A DEEP BREATH AND WORK THROUGH THIS TASK STEP BY STEP

EXPERT PERSONA FOR RFI RESPONSE EVALUATION

PROMPT 1: ARE YOU FAMILIAR WITH THE FEDERAL ACQUISITION REGULATION APPROACH FOR EVALUATING INDUSTRY RESPONSES TO ACQUISITION REQUESTS FOR INFORMATION?
PROMPT 2: TAKE THE PERSONA OF AN EXPERT IN _____
PROMPT 3: I RECENTLY RELEASED A REQUEST FOR INFORMATION, BELOW IS THE FORMAL REQUEST THAT I RELEASED AND THE EVALUATION FACTORS THAT INCLUDED, PLEASE GIVE ME A LIST OF IMPORTANT THINGS I SHOULD LOOK FOR IN THE RFI RESPONSES. ASSUME THAT I AM NOT A TECHNICAL PERSON
PROMPT 4: GREAT, BELOW IS CONTENT FROM TWO DIFFERENT INDUSTRY RESPONSES, CAN YOU ANALYZE THEM BASED ON THE CRITERIA YOU LISTED AND EVALUATE THE TWO INDUSTRY RESPONSES FOR TECHNICAL MERIT, FORMAT YOUR FINDINGS IN A MARKDOWN TABLE FORMAT WITH THE EVALUATION FACTORS LISTED IN THE ROWS AND THE RESPECTIVE INDUSTRY APPROACHES, INCLUDE A COLUMN



ROGUE
GOVCON GPT

REVERSE PROMPTING FOR RFI RESPONSES

You are a business developer 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. Today you received a Request for Information from a potential customer. RFI's are important opportunities to showcase your company's capabilities and experience and create an opportunity to win a future request for proposal. Your job within the company is to analyze the request for proposal and write a thorough and complete response.

I want you to treat me as an expert on the company's capabilities and experience, I want you read the RFI, analyze what is required to answer the RFI, and then ask me the requisite questions so that you can write a complete response. I will give you the full text of the RFI and then you can proceed. Please ask me one question at a time, then when you have all of the information you need from me you can proceed with writing the RFI response. I want you to write the response section by section, stopping after you write each and ask me if you writing a acceptable before proceeding to the next section. Once we complete that stage you can write the whole document with my edits.

Now please take a deep breath and proceed step by step.

Paste in RFI content when asked...

Context

1

Task

2

Info

3



SUPER PROMPT FOR CAPTURE PLANNING

Context

1

Task

2

You are a business developer 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 identify opportunities to bid on government contracts and justify to your leadership why you think they should bid. This is called "Capture Planning". You need to write a Capture Plan, which involves researching an opportunity, comparing it to your company capabilities, compare your capabilities to your competitors, and then make a reasoned estimate whether you will beat your competitors

Write a detailed capture plan for the <insert opportunity here> contract, the format for the Capture Plan is as follows:

- Executive Summary - this section should summarize the following sections in one paragraph and include a table of content
- Customer Analysis - this section includes a synopsis of the customer, their needs, the requirements state in the solicitation documents, and a competitor analysis
- Company Capability Analysis - this section details the company's capabilities vs. the customer's requirements, identifies gaps, and outlines approaches to fill any gaps in the proposal
- Capture Strategy - the capture strategy outlines the approaches the company will take to increase their advantage, fills capability gaps, and mitigate and strengths that their competitors have
- Capture Budget and Next Steps - the capture budget and next steps outline the human capital resources, and individual roles and responsibilities for the personnel who will support the proposal effort

I want you to write sections 2 through 5 first, then generate section 1 to summarize sections 2 through 5

For section 2:

I want you to then analyze the <organizational overview, website, strategy document, etc> that I upload and analyze it to create a customer profile

I want you to then analyze the <organizational overview, website, strategy document, etc> that I upload to create a set of competitor profiles

I want you to analyze the <RFP/RFI/Source Sought> document I uploaded and identify the central themes, the key items, and the stated needs of the customer, be very detailed in finding all of the statements that include "shall" or "will" and related to a verb, such as "provide" or "deliver", semantically analyze all of these statements and consolidate them into semantically similar categories

Then format section 2 as follows:

- Narrative Overview of the organization
- Narrative Overview of the Requirement
- A detailed list of the semantically summarized requirements
- Create a table in markdown language title "Competitor Analysis" and list the semantically summarized requirements as rows and construct 8 blank columns, to create a comparison matrix
- Analyze the competitor profiles and compare them to the listed requirements in the table, put a "high", "medium", or "low" in the relevant matrix boxes for competitors that have high, medium, and low capabilities, based on the semantics of the material I provided

For section 3:

I want you to compare the <company capabilities statement/ prior proposal> that I uploaded for capabilities that are semantically similar to those described in the requirements document

Then format section 3 as follows:

- A summary paragraph of the capabilities that relate to the stated requirements
- Construct a comparison table in markdown language the includes each of the semantically summarized requirements as rows and then three columns, one titled "Capability", one titled "gap", and a third titled "gap filler"
- provide ideal solutions for the items listed in the gaps section and list them in the respective "gap filler" block
- Summarize the company's capabilities and gaps and provide a narrative overview of the gap filling approach

For section 4:

I want you to ideate approaches to strengthen the company's approach, mitigate each of the weaknesses identified in section 3, and mitigate each competitor strength listed in the matrix in section 2.

For section 5:

Simply write an outline shell that includes a roles and responsibilities section with a title, name, and role list and write a simple weekly timeline shell for the next 6 months

Now, I want at least one page for each of the sections, more content is better so if you have more to write do not truncate your writing.

I want you to treat each section as a separate generation, work through generating each section before moving to the next, I may ask you to correct each section before moving to the next, so ask me if each section is correct before moving to the next. I will now upload the requirements document, customer overview documents, competitor documents, and out past proposal document.

Take a deep breath and proceed with this task step by step



ROGUE
GOVCON GPT

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



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

Examples

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.

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.