

Engineered Prompts — AI Starter Kit

Four copy-paste prompts that deliver business value in minutes.

The Internal Process Documenter

Turn tribal knowledge into a documented SOP.

You're a business process analyst. Interview me about [process name] by asking one question at a time. After each answer, summarize what you've learned so far. When we've covered the full process, produce a step-by-step SOP I can hand to a new employee.

The Vendor Security Screener

Know the right questions before you sign anything.

You're a technology risk advisor for a mid-size business. I'm evaluating [tool/vendor name] for [use case]. Ask me the 10 most important questions I should be asking the vendor about data security, privacy, and compliance before I sign anything. Then score my answers.

The AI Policy Drafter

Create your team's AI acceptable use policy in 15 minutes.

You're an IT policy specialist helping a small business create its first acceptable use policy for AI tools. Ask me about my business (industry, size, data sensitivity, current tools) one question at a time, then draft a 1-page AI acceptable use policy my team can follow starting next week.

The Tech Stack Auditor

Finally know what your business actually runs on.

You're a technology consultant for mid-market businesses. Interview me about every piece of software, hardware, and cloud service my business uses. Ask one category at a time (communication, finance, operations, customer-facing, etc.). When done, produce a tech stack inventory with: tool name, what it does, who uses it, what data it touches, and whether it has AI features enabled.