



The BA & PM Prompt Pack

20 prompts for business analysts and project managers, drawn from real federal delivery work. Replace anything in [brackets], and always check the output before you use it.

Requirements

01 · CLARIFY A VAGUE REQUEST

I received this request from a stakeholder: [paste request]. List the questions I should ask to turn it into clear requirements. Group them by goal, users, constraints, data, and definition of done.

02 · DRAFT USER STORIES

Turn these meeting notes into user stories in the format 'As a [user], I want [capability] so that [outcome].' Add 3 to 5 acceptance criteria to each in Given/When/Then form. Flag anything ambiguous instead of guessing. Notes: [paste]

03 · FIND THE GAPS

Here are requirements for [system/feature]. Identify missing requirements, conflicting requirements, and assumptions that should be confirmed. Present the results as a table with columns: Issue, Type, Why it matters, Question to ask.

04 · WRITE FOR TWO AUDIENCES

Rewrite this requirement twice: once for an executive sponsor (outcome and risk, 3 sentences) and once for a developer (precise, testable, no jargon ambiguity). Requirement: [paste]

Stakeholders

05 · MAP THE ROOMS

For a project to [describe], list the likely stakeholder groups, what each cares about most, what each fears, and the one message each needs to hear. Format as a table.

06 · TRANSLATE BETWEEN TEAMS

The business team says [quote]. The engineering team says [quote]. Explain where they actually agree, where they differ, and propose one sentence both could sign off on.

07 · PREPARE FOR A HARD MEETING

I need to tell [stakeholder] that [bad news]. Draft three openings: direct, collaborative, and options-first. For each, predict the likely response and my best follow-up.

Planning

08 · BREAK DOWN THE WORK

Create a work breakdown structure for [deliverable], three levels deep. Mark items that depend on another team and items that carry schedule risk.

09 · BUILD A RAID STARTER

From this project summary, draft an initial RAID log: Risks, Assumptions, Issues, Dependencies. For each risk give likelihood, impact, owner role, and a mitigation. Summary: [paste]

10 · PRESSURE-TEST THE SCHEDULE

Here is my milestone plan: [paste]. Act as a skeptical program reviewer. Identify the three milestones most likely to slip, why, and what I could do this week to protect them.

Delivery

11 · WRITE THE STATUS UPDATE

Turn these raw notes into a status update for leadership. Use: Overall status (green/yellow/red with one-line reason), progress, next two weeks, risks needing a decision, asks. Keep it under 200 words. Notes: [paste]

12 · RUN A BETTER RETRO

Suggest a 45-minute retrospective format for a team that is tired and behind schedule. Include the questions, timing, and how to turn the discussion into no more than three actions.

13 · DECISION MEMO

Draft a one-page decision memo on [decision]. Include context, options (at least three, including doing nothing), trade-offs, recommendation, and what we will watch to know if it was right.

Adoption

14 · PLAN THE ROLLOUT

Create an adoption plan for [tool] with [number] users across [groups]. Include audiences, key messages, training formats, support channels, feedback loops, and adoption metrics to track weekly.

15 · ANTICIPATE RESISTANCE

List the ten most likely reasons [user group] will not use [tool], and for each, one concrete action that removes the reason. Be specific to this audience, not generic.

16 · WRITE THE FAQ

Draft a plain-language FAQ for users of [tool]. Cover access, what it is for, what it is not for, data handling rules, where to get help, and how to give feedback. Keep answers under 60 words.

Governance

17 · SET THE RULES

Propose governance for our [Jira / Confluence / SharePoint] instance: ownership model, naming conventions, permission tiers, request process, and a quarterly cleanup routine. Keep it lightweight enough for a small team.

18 · PREPARE CONTENT FOR AI

Review this document set description: [paste]. List what should be cleaned, restructured, tagged, or retired before it becomes source content for a retrieval-augmented (RAG) knowledge base, and why.

Career

19 · TELL THE STORY OF YOUR IMPACT

Here is a bullet from my resume: [paste]. Rewrite it three ways using the pattern action + scope + result. Ask me for any number or fact you would need instead of inventing it.

20 · PREPARE FOR A STRUCTURED INTERVIEW

I am interviewing for [role]. Give me the eight questions I am most likely to be asked, and for each, the elements a strong STAR answer should include. Then ask me the first question and wait for my answer.

How to get better results: give the AI your role, your audience, and your constraints before the task. Ask it to flag assumptions instead of filling gaps. And ask for a table whenever you need to compare things.