

ChatGPT Document Types and Prompts

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Business Documents

Business Plans

****Prompt:**** "Create a comprehensive business plan for [company/initiative], including executive summary, market analysis, organizational structure, product/service line, marketing strategy, and financial projections."

Standard Operating Procedures (SOPs)

****Prompt:**** "Draft a standard operating procedure for [specific process or department] that includes purpose, scope, responsibilities, detailed procedures, and any relevant forms or checklists."

SWOT Analysis

****Prompt:**** "Conduct a SWOT analysis for [company/initiative], detailing strengths, weaknesses, opportunities, and threats."

Financial Reports

****Prompt:**** "Prepare a financial report for [company/quarter/year], including balance sheet, income statement, and cash flow statement."

Project Proposals

****Prompt:**** "Write a project proposal for [project name], covering objectives, methodology, timeline, budget, and expected outcomes."

Marketing and Sales

Ad Copy

****Prompt:**** "Create ad copy for [product/service], targeting [audience], with a focus on [unique selling points]."

Marketing Plans

****Prompt:**** "Develop a marketing plan for [product/service], including market research, target audience, marketing channels, budget, and KPIs."

Sales Scripts

****Prompt:**** "Draft a sales script for [product/service], addressing key benefits, potential objections, and closing techniques."

Email Campaigns

****Prompt:**** "Write a series of email templates for [product/service] launch, including welcome email, product introduction, and follow-up messages."

Social Media Content

****Prompt:**** "Create a month's worth of social media content for [company/initiative], including post ideas, captions, hashtags, and visuals."

Communication and Outreach

Newsletters

****Prompt:**** "Design a monthly newsletter for [company/initiative], featuring updates, articles, product highlights, and upcoming events."

Press Releases

****Prompt:**** "Write a press release for [event/product launch/announcement], including headline, subhead, body text, and quotes."

Blog Posts

****Prompt:**** "Create a blog post on [topic], covering key points, supporting evidence, and a call to action."

Public Relations Strategies

****Prompt:**** "Develop a public relations strategy for [company/initiative], outlining goals, target audience, key messages, and media outreach plans."

Research and Analysis

Market Research Reports

****Prompt:**** "Compile a market research report on [industry/market], including market size, trends, competitive analysis, and consumer behavior."

Feasibility Studies

****Prompt:**** "Conduct a feasibility study for [project/initiative], assessing technical, economic, legal, and operational viability."

Competitor Analysis

****Prompt:**** "Perform a competitor analysis for [company/industry], identifying key competitors, their strengths and weaknesses, and market position."

Organizational and Operational

Training Manuals

****Prompt:**** "Develop a training manual for [position/department], including objectives, instructional content, exercises, and assessments."

Employee Handbooks

****Prompt:**** "Create an employee handbook for [company], covering company policies, procedures, benefits, and code of conduct."

Performance Evaluations

****Prompt:**** "Draft a performance evaluation form for [position/department], including evaluation criteria, rating scales, and feedback sections."

Meeting Agendas and Minutes

****Prompt:**** "Prepare a meeting agenda for [meeting type], including topics, presenters, and time allocations. Also, create a template for meeting minutes."

Legal and Compliance

Legal Contracts

****Prompt:**** "Draft a [type of contract] contract for [company/individual], including terms and conditions, responsibilities, and signatures."

Privacy Policies

****Prompt:**** "Write a privacy policy for [website/app/company], detailing how user data is collected, used, and protected."

Terms of Service

****Prompt:**** "Create terms of service for [website/app/service], outlining user rights and responsibilities, disclaimers, and limitations of liability."

Creative and Informational

Brochures

****Prompt:**** "Design a brochure for [product/service], including key features, benefits, pricing, and contact information."

Infographics

****Prompt:**** "Create an infographic on [topic], highlighting key statistics, processes, or concepts in a visually appealing format."

White Papers

****Prompt:**** "Write a white paper on [topic], providing in-depth analysis, research findings, and recommendations."

Case Studies

****Prompt:**** "Develop a case study for [project/client], detailing the problem, solution, implementation, and results."

Specialized Documents

Grant Proposals

****Prompt:**** "Write a grant proposal for [project/initiative], including problem statement, goals, methods, budget, and evaluation plan."

Patent Applications

****Prompt:**** "Draft a patent application for [invention], including description, claims, and drawings."

Technical Documentation

****Prompt:**** "Create technical documentation for [software/product], covering installation, usage, troubleshooting, and FAQs."

User Guides

****Prompt:**** "Develop a user guide for [product/service], including step-by-step instructions, illustrations, and tips."

This list includes a wide range of document types that can add value to your business operations and communications. Each prompt can be tailored to your specific needs to ensure the final document meets your requirements.

Here's an expanded list including additional document types to create even more value for various use cases:

Educational and Training

E-Learning Courses

****Prompt:**** "Design an e-learning course on [topic], including course outline, lessons, quizzes, and assessments."

Webinars

****Prompt:**** "Prepare a webinar script and presentation for [topic], including key talking points, slides, and Q&A session."

Tutorials

****Prompt:**** "Create a step-by-step tutorial for [process/tool], including instructions, screenshots, and tips."

Workshops

****Prompt:**** "Develop a workshop plan for [topic], including objectives, agenda, activities, and materials."

Customer Relations and Support

Customer Support Scripts

****Prompt:**** "Draft a customer support script for handling [specific issue], including greeting, troubleshooting steps, and resolution."

FAQs

****Prompt:**** "Write a comprehensive FAQ section for [product/service], addressing common questions and concerns."

User Feedback Surveys

****Prompt:**** "Create a user feedback survey for [product/service], including questions on satisfaction, usability, and suggestions for improvement."

Creative and Branding

Brand Guidelines

****Prompt:**** "Develop brand guidelines for [company/brand], including logo usage, color palette, typography, and tone of voice."

Taglines and Slogans

****Prompt:**** "Generate a list of taglines and slogans for [brand/product], capturing its essence and appeal."

Video Scripts

****Prompt:**** "Write a video script for [promotional/educational] video on [topic], including dialogue, visuals, and transitions."

Podcast Scripts

****Prompt:**** "Create a podcast script for [topic], including introduction, main content, and closing remarks."

Strategic and Planning

Strategic Plans

****Prompt:**** "Develop a strategic plan for [company/initiative], outlining vision, mission, goals, strategies, and action plans."

Roadmaps

****Prompt:**** "Create a product roadmap for [product/service], detailing development phases, milestones, and timelines."

Contingency Plans

****Prompt:**** "Draft a contingency plan for [potential risk/scenario], including risk assessment, response strategies, and action steps."

Business Model Canvas

****Prompt:**** "Complete a Business Model Canvas for [company/idea], covering key partners, activities, resources, value propositions, customer relationships, channels, customer segments, cost structure, and revenue streams."

Event Planning

Event Plans

****Prompt:**** "Create an event plan for [event], including objectives, agenda, logistics, marketing, and budget."

Invitations

****Prompt:**** "Write an invitation for [event], including date, time, location, RSVP details, and event highlights."

Event Programs

****Prompt:**** "Design an event program for [event], detailing schedule, speakers, and activities."

Technical and IT

Software Development Plans

****Prompt:**** "Develop a software development plan for [application], including project scope, requirements, timeline, and deliverables."

IT Policies

****Prompt:**** "Write IT policies for [company], covering areas such as data security, acceptable use, and disaster recovery."

System Documentation

****Prompt:**** "Create system documentation for [software/system], detailing architecture, configuration, and maintenance procedures."

Human Resources

Job Descriptions

****Prompt:**** "Draft a job description for [position], including responsibilities, qualifications, and benefits."

Interview Questions

****Prompt:**** "Develop a list of interview questions for [position], covering technical skills, experience, and cultural fit."

Onboarding Guides

****Prompt:**** "Create an onboarding guide for new employees at [company], including welcome message, company overview, and first-week tasks."

Compliance and Governance

Compliance Reports

****Prompt:**** "Prepare a compliance report for [regulation/standard], including audit results, compliance status, and corrective actions."

Corporate Governance Documents

****Prompt:**** "Draft corporate governance documents for [company], including board charters, bylaws, and committee terms of reference."

Risk Management Plans

****Prompt:**** "Develop a risk management plan for [company/project], identifying risks, assessment, mitigation strategies, and monitoring processes."

Personal and Professional Development

Personal Development Plans

****Prompt:**** "Create a personal development plan for [individual], outlining goals, skills to develop, action steps, and timelines."

Career Coaching Materials

****Prompt:**** "Develop career coaching materials for [client], including career assessment, goal setting, and action plans."

Professional Portfolios

****Prompt:**** "Create a professional portfolio for [individual], including resume, cover letter, work samples, and testimonials."

Custom Requests

Customized Research Papers

****Prompt:**** "Write a research paper on [topic], including introduction, literature review, methodology, results, discussion, and conclusion."

Personalized Letters

****Prompt:**** "Draft a personalized letter for [occasion/purpose], including key messages, tone, and closing."

Custom Reports

****Prompt:**** "Prepare a custom report on [topic], including data analysis, findings, and recommendations."

By using these prompts, you can request a wide range of documents tailored to your specific needs, enhancing various aspects of your business, marketing, communication, and personal development efforts.

Here are some additional document types that can add value to your business operations and projects:

Financial and Accounting

Budgets

****Prompt:**** "Create a budget for [project/department], detailing income, expenses, and allocations."

Financial Forecasts

****Prompt:**** "Prepare a financial forecast for [company/initiative], including revenue projections, expense estimates, and cash flow analysis."

Financial Statements

****Prompt:**** "Generate financial statements for [company/quarter/year], including balance sheet, income statement, and cash flow statement."

Tax Documents

****Prompt:**** "Prepare tax documents for [company/individual], including tax returns, schedules, and filings."

Quality Assurance and Control

Quality Control Plans

****Prompt:**** "Develop a quality control plan for [product/process], outlining quality standards, inspections, and corrective actions."

Inspection Reports

****Prompt:**** "Create an inspection report for [product/process], detailing findings, non-conformities, and recommendations."

Quality Management System (QMS) Documentation

****Prompt:**** "Document the Quality Management System (QMS) for [company], including policies, procedures, and work instructions."

Environmental and Sustainability

Environmental Impact Assessments

****Prompt:**** "Conduct an environmental impact assessment for [project/initiative], including analysis of environmental risks and mitigation measures."

Sustainability Reports

****Prompt:**** "Prepare a sustainability report for [company/initiative], outlining environmental performance, social responsibility, and economic impact."

Green Certifications

****Prompt:**** "Apply for green certifications (e.g., LEED, Energy Star) for [building/product], including documentation and compliance requirements."

Health and Safety

Safety Plans

****Prompt:**** "Develop a safety plan for [worksite/department], including hazard assessments, safety procedures, and emergency protocols."

Incident Reports

****Prompt:**** "Create an incident report for [workplace incident], detailing the nature of the incident, injuries, and corrective actions taken."

Health and Safety Policies

****Prompt:**** "Write health and safety policies for [company], covering areas such as accident prevention, ergonomics, and personal protective equipment (PPE)."

Project Management

Project Charters

****Prompt:**** "Create a project charter for [project], including project objectives, scope, stakeholders, and success criteria."

Gantt Charts

****Prompt:**** "Develop a Gantt chart for [project], detailing project tasks, timelines, and dependencies."

Project Status Reports

****Prompt:**** "Prepare a project status report for [project], including progress updates, milestones achieved, and upcoming tasks."

Community Engagement and Outreach

Community Impact Assessments

****Prompt:**** "Conduct a community impact assessment for [project/initiative], including analysis of social, economic, and cultural impacts."

Community Outreach Plans

****Prompt:**** "Develop a community outreach plan for [company/initiative], outlining strategies to engage with the community and address concerns."

Stakeholder Engagement Strategies

****Prompt:**** "Create a stakeholder engagement strategy for [project/initiative], identifying key stakeholders, communication channels, and engagement activities."

Intellectual Property

Trademark Applications

****Prompt:**** "File a trademark application for [brand/logo], including trademark search, application form, and supporting documents."

Copyright Registrations

****Prompt:**** "Register a copyright for [creative work], including application form, deposit copies, and fee payment."

Intellectual Property Policies

****Prompt:**** "Draft intellectual property policies for [company], covering areas such as ownership, licensing, and protection of intellectual property rights."

Crisis Management

Crisis Communication Plans

****Prompt:**** "Develop a crisis communication plan for [company/initiative], outlining strategies to communicate with stakeholders during a crisis."

Business Continuity Plans

****Prompt:**** "Create a business continuity plan for [company], detailing procedures to ensure business operations continue during and after a crisis."

Emergency Response Plans

****Prompt:**** "Prepare an emergency response plan for [worksite/department], including procedures for responding to emergencies such as fires, natural disasters, and medical emergencies."

Legal and Regulatory

Regulatory Compliance Documents

****Prompt:**** "Ensure compliance with [specific regulation/standard], including documentation of compliance efforts and any necessary adjustments to operations."

Legal Disclaimers

****Prompt:**** "Draft legal disclaimers for [website/product/service], including terms of use, privacy policy, and liability limitations."

Regulatory Filings

****Prompt:**** "Prepare regulatory filings for [company/initiative], including forms, disclosures, and submissions to regulatory authorities."

By utilizing these additional document types, you can enhance your business operations, compliance efforts, and stakeholder engagement, among other areas. Each document can be tailored to your specific needs and objectives, ensuring they add maximum value to your projects and initiatives.

Here are some more document types that can be valuable for various aspects of your business and projects:

Data and Analytics

Data Reports

****Prompt:**** "Generate a data report for [specific dataset], including data analysis, visualizations, and insights."

Data Dashboards

****Prompt:**** "Create a data dashboard for [company/initiative], displaying key performance indicators (KPIs) and metrics."

Data Privacy Policies

****Prompt:**** "Draft a data privacy policy for [company], outlining how personal data is collected, used, and protected."

Technology and Innovation

Technology Roadmaps

****Prompt:**** "Develop a technology roadmap for [company/initiative], outlining technology goals, timelines, and investments."

Innovation Strategies

****Prompt:**** "Create an innovation strategy for [company], including approaches to foster innovation and drive growth."

Technology Transfer Agreements

****Prompt:**** "Draft a technology transfer agreement for [technology/innovation], including terms, conditions, and intellectual property rights."

Collaboration and Partnerships

Partnership Agreements

****Prompt:**** "Create a partnership agreement for [partnership], including roles, responsibilities, and terms of collaboration."

Memorandums of Understanding (MoUs)

****Prompt:**** "Draft a memorandum of understanding (MoU) for [partnership/collaboration], outlining areas of cooperation and agreement."

Joint Venture Agreements

****Prompt:**** "Prepare a joint venture agreement for [joint venture], including ownership, management, and profit-sharing details."

Corporate Social Responsibility (CSR)

CSR Reports

****Prompt:**** "Prepare a corporate social responsibility (CSR) report for [company], highlighting social and environmental initiatives and impacts."

CSR Policies

****Prompt:**** "Develop CSR policies for [company], outlining commitments to ethical practices, sustainability, and community engagement."

CSR Campaigns

****Prompt:**** "Create a CSR campaign for [cause/initiative], including goals, messaging, and implementation plan."

Supply Chain and Logistics

Supply Chain Management Plans

****Prompt:**** "Develop a supply chain management plan for [company], including sourcing, procurement, and distribution strategies."

Logistics Plans

****Prompt:**** "Create a logistics plan for [project/initiative], detailing transportation, warehousing, and inventory management."

Vendor Contracts

****Prompt:**** "Draft vendor contracts for [goods/services], including terms, conditions, and delivery schedules."

International Business

Export/Import Documentation

****Prompt:**** "Prepare export/import documentation for [goods/products], including invoices, packing lists, and customs declarations."

International Marketing Plans

****Prompt:**** "Develop an international marketing plan for [product/service], including market analysis, entry strategies, and promotional tactics."

Foreign Market Research Reports

****Prompt:**** "Conduct research on a foreign market for [product/service], including market size, competition, and consumer behavior."

Branding and Design

Brand Identity Packages

****Prompt:**** "Create a brand identity package for [company/brand], including logo, color scheme, typography, and brand guidelines."

Packaging Designs

****Prompt:**** "Design packaging for [product], including packaging structure, graphics, and materials."

Product Labels

****Prompt:**** "Design product labels for [product], including brand logo, product information, and regulatory requirements."

Community Development

Community Development Plans

****Prompt:**** "Develop a community development plan for [community], including infrastructure, social programs, and economic development strategies."

Community Surveys

****Prompt:**** "Conduct a community survey for [community], including questions on needs, priorities, and satisfaction."

Community Engagement Events

****Prompt:**** "Organize a community engagement event for [community], including event planning, promotion, and participation."

Health and Wellness Programs

Wellness Programs

****Prompt:**** "Develop a wellness program for [company/organization], including health screenings, fitness activities, and mental health support."

Health Education Materials

****Prompt:**** "Create health education materials for [topic/population], including brochures, posters, and videos."

Employee Assistance Programs (EAPs)

****Prompt:**** "Establish an employee assistance program (EAP) for [company/organization], including counseling services, wellness resources, and support programs."

Real Estate and Property Management

Property Management Plans

****Prompt:**** "Develop a property management plan for [property], including maintenance, tenant relations, and financial management."

Lease Agreements

****Prompt:**** "Draft lease agreements for [property], including terms, conditions, and rent schedules."

Property Development Proposals

****Prompt:**** "Prepare a property development proposal for [property], including development plans, timelines, and financial projections."

By leveraging these document types, you can address a wide range of business needs and projects, from data analysis and technology innovation to supply chain management and corporate social responsibility. Each document can be customized to suit your specific requirements and objectives, helping you achieve your business goals effectively.

Here are some types of OSINT (Open Source Intelligence) reports that can be valuable for intelligence gathering and analysis:

General OSINT Reports

Intelligence Briefs

****Prompt:**** "Prepare an intelligence brief on [topic], summarizing key findings and implications."

Threat Assessments

****Prompt:**** "Conduct a threat assessment for [organization/location], including analysis of potential threats and vulnerabilities."

Risk Reports

****Prompt:**** "Produce a risk report for [project/operation], identifying and assessing potential risks."

Social Media OSINT Reports

Social Media Monitoring Reports

****Prompt:**** "Create a social media monitoring report for [topic/brand], including trends, sentiment analysis, and key influencers."

Profile Analysis Reports

****Prompt:**** "Conduct a profile analysis report on [individual/organization], including social media activity, connections, and interests."

Hashtag Analysis Reports

****Prompt:**** "Generate a hashtag analysis report for [event/campaign], including usage trends and engagement metrics."

Website and Internet OSINT Reports

Website Analysis Reports

****Prompt:**** "Produce a website analysis report for [website], including traffic analysis, content overview, and SEO performance."

Domain Intelligence Reports

****Prompt:**** "Conduct a domain intelligence report for [domain], including registration details, historical data, and associated websites."

Internet Footprint Reports

****Prompt:**** "Generate an internet footprint report for [individual/organization], including online presence and mentions."

News and Media OSINT Reports

Media Coverage Reports

****Prompt:**** "Compile a media coverage report for [event/organization], including news articles, press releases, and commentary."

Media Monitoring Reports

****Prompt:**** "Create a media monitoring report for [topic/keyword], including mentions in news outlets and online media."

Trend Analysis Reports

****Prompt:**** "Conduct a trend analysis report on [topic/issue], including coverage trends and public perception."

Image and Video OSINT Reports

Image Analysis Reports

****Prompt:**** "Conduct an image analysis report for [image/video], including source verification and context analysis."

Video Content Analysis Reports

****Prompt:**** "Produce a video content analysis report for [video], including content summary, key themes, and potential sources."

Image Recognition Reports

****Prompt:**** "Generate an image recognition report for [image/video], including object identification and scene analysis."

Geospatial OSINT Reports

Geospatial Analysis Reports

****Prompt:**** "Conduct a geospatial analysis report for [location/area], including mapping data, satellite imagery analysis, and terrain assessment."

Location-Based Intelligence Reports

****Prompt:**** "Produce a location-based intelligence report for [location/area], including demographics, infrastructure, and socio-economic data."

Geotagging Reports

****Prompt:**** "Generate a geotagging report for [event/location], including geotagged content analysis and mapping."

Financial OSINT Reports

Financial Analysis Reports

****Prompt:**** "Conduct a financial analysis report for [company/organization], including financial statements analysis and performance evaluation."

Investment Intelligence Reports

****Prompt:**** "Produce an investment intelligence report for [investment opportunity], including market trends and risk assessment."

Fraud Detection Reports

****Prompt:**** "Generate a fraud detection report for [transaction/activity], including anomaly detection and suspicious patterns analysis."

These reports can provide valuable insights and actionable intelligence for a wide range of purposes, including security, business, and research. Each report can be tailored to your specific needs and objectives, helping you make informed decisions and mitigate risks effectively.