

# AI prompts by IT role

Ready to use with ChatGPT, Copilot, Claude or Gemini. Replace the [brackets]. Shared structure: role · context · bounded task · format.

---

## CIO & leadership

### FRAMING NOTE

You are an experienced CIO. Context: [stake, sector, constraint]. Write a one-page framing note to launch an AI initiative: problem, measurable objectives, scope, risks, 3 milestones. Board tone, factual.

### BUILD/BUY TRADE-OFF

Compare build, buy and adapt for: [need]. Table: total cost (incl. run), lead time, vendor dependency, compliance/sovereignty, internal effort. Reasoned recommendation.

## Project manager

### COMMUNICATION PLAN

You are an IT project manager. Context: [context]. Communication plan: stakeholders, key message per audience, channel, frequency. Table. Flag adoption risks.

### RISK REGISTER

From: [project description], generate a risk register: risk, probability, impact, criticality, mitigation, owner. Prioritize by criticality.

## Product Owner & Business Analyst

### INVEST USER STORY

You are a senior PO. Need: [need]. 3 INVEST user stories + acceptance criteria in Gherkin + assumptions to validate.

### BUSINESS RULES

You are a Business Analyst. From: [business need], extract numbered business rules, edge cases, questions to clarify. Mark ambiguities "▲ to validate".

## Data

### FRAMING A DATA CASE

You are a data analyst. For: [business question], propose the analysis: required data, indicators, method, possible biases, most readable visualization for a decision-maker.

## IT architect

### ADR – ARCHITECTURE DECISION

Write an Architecture Decision Record for: [decision]. Context, options, decision, consequences (+ and -), security/cost impacts.

## Dev & DevOps

### CODE REVIEW

Review this code and flag bugs, security, readability, missing tests. Per point: severity, snippet, fix. Code: [paste].

#### BLAMELESS POST-MORTEM

From: [logs + timeline], write a post-mortem: summary, impact, root cause, what went well/badly, 3 corrective actions with owners.

#### THE RULE BENEATH EVERY PROMPT

**Role • Context • Bounded task • Format.** Context (your situation, your constraints) beats ten "magic words". Iterate rather than restart. Never paste sensitive data outside a contracted solution.