

Copilot prompts for program managers

Four kinds of work. Twelve prompts to try this week.

Works from your work, not the open web.

With a Microsoft Copilot license. Copilot Chat alone uses the web and what you paste or upload.



Your files

Documents and workbooks in SharePoint and OneDrive



Your email and chats

Outlook mail and Teams conversations



Your meetings

Teams recaps and who agreed to what



Your permissions

Only what you can already open

01

Design the program

Word · PowerPoint · Excel



Word

Draft the logic model

Try: Using this program description, draft a logic model table with inputs, activities, outputs, short-term outcomes, and long-term outcomes.



PowerPoint

Train new volunteer tutors

Try: Create a training deck for new volunteer tutors from our tutoring guide: our approach, a typical session, safety rules, and who to call with questions.



Excel

Staff the next session

Try: Build a staffing plan for the fall session from this enrollment forecast: tutors needed per site per week at one tutor for every six students.

02

Keep delivery on track

Teams · Outlook · Excel · Word



Teams

Track open action items

Try: List the action items from our last three site coordinator meetings with the owner and date, and mark which ones are still open.



Excel

Catch attendance drops early

Try: From this attendance workbook, show weekly attendance by site and flag any site where attendance fell three weeks in a row.



Word

Update a partner school

Try: Draft a monthly update for our partner school's principal: what we did, attendance, one success story told without names, and what's next.

03

Measure outcomes

Forms · Excel · Word · PowerPoint



Forms

Build a pre and post survey

Try: Create a pre- and post-program survey for parents with eight questions about their child's reading at home, using a five-point scale.



Excel

Compare results by site and age

Try: In this outcomes workbook, compare pre- and post-test scores by site and age group, and chart the average change for each.



PowerPoint

Show the committee what changed

Try: Turn this outcomes workbook into five slides for our program committee, with one chart per outcome and a plain-language takeaway on each.

04

Report to funders and partners

Word · Copilot app · Outlook



Word

Draft the quarterly program report

Try: Draft the program section of our quarterly report to the county from this outcomes summary, following the contract's reporting template.



Word

Prepare for a site visit

Try: Prepare an agenda and a one-page program overview for next Tuesday's foundation site visit, using our program plan and latest outcomes.



Word

Make the case for a second site

Try: Write a one-page case for expanding to a second site from our waitlist numbers, outcomes, and cost per participant.

Copilot drafts; a person checks every name, number, and fact. Keep individual case, health, and student records out of prompts, and follow your organization's AI and data policies.



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All 100 prompts
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