20 BEST WAYS TO USE COPILOT FOR NONPROFIT PROGRAM MANAGERS

You run the work the mission depends on — and the paperwork that comes with it. These 20 prompts use **Microsoft 365 Copilot grounded in your own files, email and meetings**, so you spend less time reporting on the work and more time doing it.

Grounded in your work, not the open web
Licensed Microsoft 365 Copilot reasons over your real content. Free chatbots can't see any of it.

- **Your files** — SharePoint, OneDrive, Word, Excel
- **Your email & chats** — Outlook and Teams threads
- **Your meetings** — Recaps, decisions, commitments
- **Your permissions** — It only sees what you can already see

NEW TO COPILOT? Start with 6, 11 and 13 — they pay off on day one and need nothing set up first.

Design & Plan Your Program

5 PROMPTS · WORD · POWERPOINT · TEAMS

1 Build a Logic Model

WORD

Turn a program concept into a funder-ready logic model with inputs, activities, outputs and outcomes.

Try: *"Using our program description in SharePoint, draft a logic model with inputs, activities, outputs, short- and long-term outcomes."*

2 Draft a Theory of Change

WORD

Turn your team's working assumptions into a clear narrative a funder can follow.

Try: *"From our strategic plan and last annual report, draft a one-page theory of change for our workforce program."*

3 Turn a Meeting into a Plan

TEAMS

Turn a kickoff conversation into a structured implementation plan with phases and owners.

Try: *"From this Teams meeting recording, draft an implementation plan with phases, milestones, owners and target dates."*

4 Build Curriculum & Materials

WORD

Draft session outlines, facilitator guides and participant handouts from your program model.

Try: *"Using our curriculum outline, draft a facilitator guide for session 3 with timing, discussion prompts and materials."*

5 Pitch the Program

POWERPOINT

Turn your program plan into the deck you present to leadership or a funder.

Try: *"Build a 10-slide deck from our program plan: need, model, outcomes, timeline and budget summary."*

Run the Work Week to Week

5 PROMPTS · TEAMS · OUTLOOK · WORD

6 Catch Up in 5 Minutes

TEAMS

Ask what moved on your program while you were in the field or on leave.

Try: *"Summarize everything about the after-school program from my email and Teams over the past week, with decisions and open items."*

7 Never Lose an Action Item

TEAMS

Pull every commitment made across meetings into one owned, dated list.

Try: *"List every action item assigned to my program team across our last 4 Teams meetings, with owner and due date."*

8 Prep for Any Meeting

OUTLOOK

Walk in briefed on the history, not scrambling for it.

Try: *"Prepare me for tomorrow's partner meeting: recap our last 3 exchanges, open commitments and 3 questions I should ask."*

9 Draft the Partner Update

OUTLOOK

Turn scattered threads into a clean update for a school, clinic or coalition partner.

Try: *"Draft a monthly update to our school partners from this quarter's program notes — wins, challenges and what we need from them."*

10 Escalate with Evidence

OUTLOOK

Build the case for more staff or budget from what already happened.

Try: *"From our program emails this quarter, summarize recurring capacity issues into a short memo for our ED with examples."*

Measure & Report Impact

5 PROMPTS · EXCEL · FORMS · WORD · POWERPOINT

11 Analyze Outcomes Data

EXCEL

Ask plain-language questions of your aggregate outcomes workbook.

Try: *"In this outcomes workbook, which cohorts improved most against our targets, and where did we fall short?"*

12 Design a Better Survey

FORMS

Write participant surveys that actually measure your outcomes.

Try: *"Draft a 10-question post-program survey that measures the outcomes in our logic model, at a 6th-grade reading level."*

13 Write the Grant Report

WORD

Turn aggregate results into the narrative your funder asked for.

Try: *"Using our outcomes summary, draft the narrative section of our funder report against the goals in our grant agreement."*

14 Explain a Variance

WORD

Get ahead of the number that missed before your funder asks.

Try: *"We served 180 against a target of 250. Draft an honest explanation with contributing factors and our corrective plan."*

15 Make Data Board-Ready

POWERPOINT

Turn a dense workbook into five slides your board will actually absorb.

Try: *"Turn this outcomes workbook into a 5-slide board update with charts and a plain-language takeaway per slide."*

Delegate the Heavy Lifts

5 PROMPTS · COPILOT COWORK

16 Build the Full Report Packet

COWORK

Hand off an entire funder deliverable, not just a draft.

Delegate: *"Build our Q3 funder packet: narrative report, outcomes workbook with charts, and a 10-slide summary deck."*

17 Research the Evidence Base

COWORK

Get a cited scan of what actually works in your intervention area.

Delegate: *"Research evidence-based practices for youth mentoring retention and return a cited brief with 5 recommendations."*

18 Prep the Site Visit

COWORK

Walk into a funder site visit with everything assembled.

Delegate: *"Prepare our site visit packet: agenda, program one-pager, outcomes summary and 10 likely funder questions with answers."*

19 Run the Program Retrospective

COWORK

Turn a full cycle of notes into findings and next steps.

Delegate: *"Review this program year's notes and outcomes, then produce a retrospective with findings, lessons and recommendations."*

20 Put Reporting on a Schedule

COWORK

Let the recurring report assemble itself before you need it.

Delegate: *"Every month, compile our program dashboard and email me a draft summary with what changed and what needs attention."*

MORE WAYS PROGRAM MANAGERS ARE USING COPILOT

Onboard New Staff Faster
Turn your program manual and past notes into a first-week orientation guide.

Translate for Families
Adapt participant-facing materials into other languages and plain language.

Prep Volunteer Trainings
Build session outlines and role guides for the volunteers who deliver your program.

Write the Sustainability Case
Turn program results into the argument for renewed or expanded funding.

A note on participant data: every prompt here works from program-level and aggregate information — plans, notes, outcomes and reports. Keep individual case notes, intake records and any health information out of AI prompts, and follow your organization's policy and any HIPAA, FERPA or 42 CFR Part 2 obligations that apply to you.



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Repost