50 AI prompts for business teams.

Choose the task that matches the work in front of you. Copy its instructions, replace the audience and source placeholders, and check the draft against the original material before using it.

Each entry specifies the input, required output and final review.

HEXWAVE LAB / OPERATIONS / STARTER

01 Extract meeting commitments

Make a table of decisions, actions, owners and due dates. Pair each commitment with a short supporting quotation.

Inputs Dated meeting notes or transcript with named speakers.

Required output Return an action register with Action, Owner, Due date and Evidence. Include a separate list of decisions already made.

Review before returning Keep suggestions outside the register unless someone accepted responsibility. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SALES / ADVANCED

02 Prepare a first outreach note

Identify a specific detail about the recipient from the supplied research. Connect it to one relevant question in under 90 words.

Inputs A prospect’s published business context and a specific reason for the conversation.

Required output Give a subject, an opening observation, one relevant question and a low-effort response option.

Review before returning Remove inferred personal details, invented familiarity and claims that the research does not support. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SALES / STARTER

03 Summarize a discovery conversation

Write a brief follow-up with the buyer's stated problem, one unresolved question and next steps both parties actually agreed to.

Inputs The meeting transcript, attendees and any explicitly agreed commitments.

Required output Draft a follow-up the buyer can correct. Use bullets for commitments with owners and dates only when stated.

Review before returning Keep an idea discussed during the meeting separate from an agreed next step. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SALES / ADVANCED

04 Respond to a buyer's concern

Quote the concern, identify the uncertainty behind it and draft one clarifying question before proposing an answer.

Inputs The buyer's own words and the current approved product or service description.

Required output Give the short acknowledgement, one clarifying question and a response contingent on the answer.

Review before returning Do not offer unconfirmed discounts, delivery dates or guarantees. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / FINANCE / STARTER

05 Structure invoice records

Return one row per invoice with supplier, reference, currency, subtotal, tax, total and due date. Flag arithmetic inconsistencies.

Inputs The invoices or redacted extracts, including line items and document references.

Required output Return a table with one row per document and a separate exception list for duplicates, unreadable fields and unmatched totals.

Review before returning Preserve each original currency and leave unreadable values empty. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / MARKETING / ADVANCED

06 Adapt a long article

Select five distinct ideas, write one short post for each and trace each post to the passage supporting it.

Inputs A source article and the intended channel and reader for each adaptation.

Required output Return five distinct posts with a source passage and intended reader action beneath each draft.

Review before returning Check that a headline or shortened quotation still conveys the author’s actual claim. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / FINANCE / STARTER

07 Extract contract milestones

List renewal dates, notice windows, payment terms and cancellation conditions. Quote the supporting clause and flag ambiguous language.

Inputs The dated agreement and relevant amendments, including page or clause references.

Required output Build a calendar of dates and calculated deadlines, showing the supporting clause and the assumption behind a calculation.

Review before returning Flag conflicting amendments or ambiguous notice language for an authorised reviewer. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / MARKETING / ADVANCED

08 Test a positioning statement

Identify the intended customer, promised improvement and evidence. Write the strongest reasonable objection and suggest a precise revision.

Inputs The current statement, target buyer, alternatives and approved differentiating evidence.

Required output Write the reader’s likely interpretation, one strong objection and a revised statement with supporting evidence.

Review before returning Remove competitive superlatives that cannot be substantiated. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SALES / STARTER

09 Structure a CRM entry

List the contact, current problem, buying constraints, agreed next action and its owner. Include timestamps for commitments.

Inputs Dated call notes and the list of fields in the CRM record.

Required output Return a field-value table. For commitments, add the speaker and date of the supporting statement.

Review before returning Keep a seller's hypothesis out of fields reserved for customer-confirmed information. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / MARKETING / ADVANCED

10 Review a landing page

Name the likely reader, promise and intended action. Quote where each becomes clear and suggest a single testable revision.

Inputs The page text, intended audience and the one conversion the owner wants to test.

Required output Create a table with Page passage, Likely interpretation and Proposed edit. End with a single testable hypothesis.

Review before returning Trace each suggested claim to material the owner is authorised to publish. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

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11 Request a warm introduction

Write a forwardable introduction that explains the shared context, why the contact is relevant and a small next step.

Inputs The shared context, intended recipient's business role and the request the introducer has agreed to consider.

Required output Draft a forwardable two-paragraph note and a separate short request to the introducer.

Review before returning Make it easy to decline and do not imply an endorsement the introducer did not offer. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / OPERATIONS / ADVANCED

12 Document a walkthrough

List the preconditions and number each action in the order demonstrated. Flag steps that depend on unexplained knowledge.

Inputs Notes or an authorised transcript of the demonstration plus its starting state.

Required output Use numbered steps with the name of the control, expected change and how the user checks the result.

Review before returning Mark any unobserved step for confirmation before someone follows the guide. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SALES / STARTER

13 Qualify an enquiry

Compare the enquiry with the supplied qualification criteria. Quote evidence for each criterion and ask the most consequential missing question.

Inputs The incoming enquiry and the team's explicit qualification criteria.

Required output Return one line per criterion with evidence, uncertainty and the next useful question. Identify who should respond.

Review before returning Do not infer budget or urgency from organisation size alone. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / OPERATIONS / ADVANCED

14 Draft a weekly update

Group notes into completed work, open risks and next commitments. Attach owners and dates only where supplied.

Inputs Dated work notes, delivery decisions, next commitments and open blockers.

Required output Use Completed, Risks and Next week sections. Lead each point with the concrete change a reader needs to know.

Review before returning Remove duplicated status and retain uncertainty around any unconfirmed date. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / MARKETING / STARTER

15 Rewrite for a specific reader

Identify what the reader already knows and needs to decide. Revise the paragraph while preserving all material facts.

Inputs The original paragraph, reader's decision and any terms that must retain their precise meaning.

Required output Return the revised paragraph and a short note on the change most likely to help this reader act.

Review before returning Verify that amounts, dates, names and material qualifications survived the edit. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / FINANCE / ADVANCED

16 Explain a monthly variance

Show actual, plan, absolute change and percent change. Separate documented drivers from questions for the budget owner.

Inputs The plan, actuals, period definitions and commentary linked to the affected lines.

Required output Produce a variance table, then group documented drivers under price, volume, mix or timing when the evidence supports that label.

Review before returning If the plan is zero, mark the percentage change as undefined. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / MARKETING / STARTER

17 Prepare a testimonial for approval

Select a short contiguous quotation. Show the surrounding context and draft a request for permission to publish the exact words.

Inputs A transcript the speaker has permitted you to review and the intended publication context.

Required output Provide the proposed quotation, its location in the source and a permission request showing the exact text.

Review before returning Keep separate quotations separate. Do not imply permission was granted. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SALES / ADVANCED

18 Review an opportunity

Identify assumptions about budget, decision authority, timing and the customer’s problem. Propose one confirming question per assumption.

Inputs Customer messages, the agreed qualification checklist and a history of open decisions.

Required output Make an evidence table with Confirmed, Inferred and Unknown columns, followed by a proposed next conversation.

Review before returning Do not assign purchase authority to someone based only on their job title. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / MARKETING / STARTER

19 Write email subject options

Generate five subjects, each reflecting a distinct benefit actually discussed in the email. Avoid implied deadlines or unsupported claims.

Inputs The complete planned email and its supported offer or benefit.

Required output Return five subject lines with the source passage behind each. Vary the angle while keeping the promise accurate.

Review before returning Remove an urgency claim unless a real deadline appears in the email. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SALES / ADVANCED

20 Assess renewal risk

Separate observable account activity, explicit customer concerns and inferred risk. Suggest a specific next conversation.

Inputs Account activity, unresolved support cases, contract dates and the customer’s own statements.

Required output Group evidence into observed use, expressed concern and commercial timing. List the most important uncertainty.

Review before returning Do not assign a numerical probability unless the input supplies the model and required data. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / OPERATIONS / STARTER

21 Resolve a long discussion

List the decision under debate, options raised, unresolved disagreements and the person authorized to decide.

Inputs The ordered conversation, participants and decision authority.

Required output Write a concise decision brief. Put agreed facts, competing options and the outstanding decision in separate sections.

Review before returning Treat silence as an unknown position rather than agreement. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / MARKETING / ADVANCED

22 Draft a case study outline

Extract the starting condition, intervention and observed change. Separate measured outcomes from the interviewee's interpretation.

Inputs Approved interview notes, project scope and before/after observations.

Required output Return headings for Context, Intervention, Evidence and Limitations. Add a source pointer under each proposed outcome.

Review before returning Flag a missing baseline or unapproved customer identification before drafting a public claim. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

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23 Prepare a handover

For each active task, include state, next action, deadline, dependency and the person who can answer a question.

Inputs The active work register, owner roster, next checkpoints and unresolved dependencies.

Required output Use a table with Current state, Next decision, Owner, Dependency and Deadline. Put blocked work first.

Review before returning Never present a proposed owner as someone who has accepted the task. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / OPERATIONS / ADVANCED

24 Review an incident

Build a timeline from observable events. Separate contributing conditions from assumptions, then suggest a recovery improvement with an owner and a way to verify it.

Inputs System timestamps, operator notes, containment actions and the recovery confirmation.

Required output Start with a chronological event table, then list contributing conditions and testable corrective actions.

Review before returning Preserve uncertainty if two clocks disagree and distinguish the detection time from the event time. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / OPERATIONS / STARTER

25 Write an operating procedure

For each checklist item, identify its trigger, required input, action, completion test and recovery step.

Inputs An operator’s checklist, a representative completed record and known failure states.

Required output Use a numbered procedure. Put the observable completion check and the escalation condition beside the step they apply to.

Review before returning Replay the steps against the sample record and mark any action that lacks an owner. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / OPERATIONS / ADVANCED

26 Compare supplier proposals

Create a comparison with scope, exclusions, delivery dates, commercial terms and unanswered questions. Preserve each supplier’s currency.

Inputs Itemised proposals, quoted currencies, evaluation criteria and mandatory requirements.

Required output Use one row per requirement. Show bid A, bid B, evidence location and clarification required.

Review before returning Keep a missing price distinct from a zero price and separate one-off costs from ongoing costs. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / FINANCE / STARTER

27 Explain a financial measure

Define the number, unit and period. Compare it with the supplied baseline and explain one reason it could change.

Inputs A labelled measure, its calculation rule, reporting period and comparable baseline.

Required output Use a plain-language definition and a worked calculation using only supplied figures. Explain what movement would warrant investigation.

Review before returning Distinguish a change in percentage points from a relative percentage change. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / FINANCE / ADVANCED

28 Examine a cash forecast

Identify the largest inflows, outflows and timing assumptions. Ask what evidence supports each and what happens if it moves one period.

Inputs A dated cash forecast with opening balance, expected receipts and committed outflows.

Required output Show the base case and one delayed-receipt scenario. Identify the period in which the lowest balance occurs.

Review before returning Keep recognised revenue separate from a cash receipt. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / FINANCE / STARTER

29 Follow up on an invoice

State the invoice reference, amount, original due date and payment instructions from the record. Ask whether there is a dispute to resolve.

Inputs The outstanding invoice, recorded payment terms and last conversation about it.

Required output Draft a subject and one short email, followed by a private list of fields the sender must check.

Review before returning Never supply new bank details. If an amount is disputed, ask which line is in question. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / FINANCE / ADVANCED

30 Check an expense report

Compare each item with a specific policy passage. Return allowed, needs review or missing evidence, with the amount and reason.

Inputs Expense lines, receipts and the dated policy that applied when the costs were incurred.

Required output For each item show amount, policy clause, outcome and missing evidence, followed by a total for review.

Review before returning Do not convert currencies without a supplied rate and date. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / PEOPLE / STARTER

31 Draft a role description

Summarize the team’s purpose, weekly responsibilities, essential skills and how success is assessed. Flag requirements unrelated to the work.

Inputs An approved role brief, team purpose, reporting relationship and genuine working conditions.

Required output Organise the draft around responsibilities, expected outcomes, essential skills and the application process.

Review before returning Mark a salary, opening or location requirement as missing unless confirmed in the input. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / PEOPLE / ADVANCED

32 Create a role scorecard

Translate the role responsibilities into assessable criteria. Define weak, adequate and strong evidence for each criterion.

Inputs The role brief, expected outputs and examples of work a reviewer may assess.

Required output For each criterion give the task it supports, evidence to collect and three observable anchors for scoring.

Review before returning Reject adjectives such as excellent or confident unless you specify what the reviewer must observe. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / PEOPLE / STARTER

33 Design a skills interview

Propose one realistic exercise for the target skill, two follow-ups and a scoring guide based on observable actions.

Inputs Job responsibilities, target skill, interview duration and an example of ordinary work.

Required output Write an exercise brief, an observable scoring rubric and two follow-up questions of comparable difficulty.

Review before returning Remove criteria unrelated to performance of the target responsibilities. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / PEOPLE / ADVANCED

34 Prepare evidence for a performance review

Map agreed goals to observed actions and outcomes. Mark every unsupported assessment as a question to discuss.

Inputs Agreed goals, dated work examples and any recorded feedback from the review period.

Required output Group evidence by goal. Include context, the person’s observable contribution and the reported outcome.

Review before returning Do not infer motives or attribute a team outcome to one person without supporting evidence. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / PEOPLE / STARTER

35 Plan onboarding

Create a two-week schedule with access requirements, named contacts, one achievable first task and a check-in after the task.

Inputs The role brief, access requirements, named support contacts and start date.

Required output Build a two-week plan with a first task, access checkpoints, evidence of completion and a review meeting.

Review before returning Highlight a dependency that could block the first task before assigning a deadline. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

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36 Organize interview feedback

Group job-related evidence by the agreed rubric. Keep reviewer observations separate and flag where evidence is missing.

Inputs The agreed role criteria and separately identified panel observations.

Required output Create a criteria-by-evidence matrix. Attribute observations to their reviewer and include a follow-up where evidence conflicts.

Review before returning Use job-related evidence only. Leave the final hiring decision to the panel. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / PEOPLE / STARTER

37 Prepare a reference conversation

Draft role-relevant questions that invite first-hand examples. Avoid asking about personal traits unrelated to the responsibilities.

Inputs The role criteria, agreed reference-contact process and examples the candidate has shared.

Required output Draft open questions about firsthand observations, the context of the work and the scope of the candidate's contribution.

Review before returning Avoid unrelated personal questions and leave space to record an unanswered question. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SUPPORT / ADVANCED

38 Triage a ticket queue

Group tickets by impact and urgency, link likely duplicates and identify the correct queue for each item.

Inputs Redacted tickets, impact definitions, urgency criteria and team routing rules.

Required output Return a ranked queue with reason, likely duplicate group, assigned team and next investigation.

Review before returning Distinguish a large affected population from an especially forceful tone. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SUPPORT / STARTER

39 Respond to an upset customer

Acknowledge the concrete problem, state what can be verified and propose a next action consistent with the supplied policy.

Inputs The customer’s message, relevant case history and the current resolution policy.

Required output Draft a reply that acknowledges the specific impact and records the next action, owner and timing if confirmed.

Review before returning Avoid a refund promise or resolution time outside the supplied policy. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SUPPORT / ADVANCED

40 Group recurring complaints

Cluster the complaints by observable failure. Preserve one example from each cluster and list the number of distinct reports.

Inputs A deduplicated complaint export with date, issue text and a stable report identifier.

Required output For each group show the observable failure, number of distinct reports, one short example and any outliers.

Review before returning Do not count a forwarded copy of the same report twice. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SUPPORT / STARTER

41 Create a help article

Extract the symptom, conditions, resolution and verification step. Remove account-specific details and test the instructions on a new reader.

Inputs An anonymised resolved case, applicable product version and the verified recovery step.

Required output Write Symptoms, Before you start, Steps and Verify the result. Include a short route for a different outcome.

Review before returning Remove account identifiers and do not apply a version-specific fix to other versions without evidence. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SUPPORT / ADVANCED

42 Prepare an engineering escalation

List the observed symptom, environment, expected behavior, reproduction evidence and business impact. Distinguish guesses from observations.

Inputs The observed fault, affected release, environment and relevant redacted logs.

Required output Produce a handover with Symptoms, Expected behaviour, Scope, Evidence and Next diagnostic decision.

Review before returning Remove access tokens and personal records from all excerpts. Mark a suspected cause as a hypothesis. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / SUPPORT / STARTER

43 Draft a reusable support answer

Write a short response with clearly marked fields for account-specific details and a branch for cases that require escalation.

Inputs A verified response procedure and the conditions under which a case must be escalated.

Required output Create a reusable response with visible placeholders and an alternate branch for the escalation condition.

Review before returning Avoid an instruction that could be sent with another customer's information still present. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

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44 Review a support response

Score accuracy, relevance, empathy and next-step clarity against the supplied rubric, quoting the response to support each score.

Inputs The customer request, drafted response, source policy and agreed quality rubric.

Required output Score each rubric dimension using a supporting excerpt. Propose one revised answer that resolves the most important issue.

Review before returning Flag every statement in the draft that the source policy cannot substantiate. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / LEADERSHIP / STARTER

45 Prepare a board update

Build a one-page update showing the actual figure beside its baseline, the reason for the change and the decision needed from the board.

Inputs The current reporting pack, baseline period and decisions reserved for the board.

Required output Use a one-page memo, a three-column variance table and a final decision request with the available options.

Review before returning Check units and period definitions before comparing numbers. State when the periods are not comparable. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

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46 Write a decision memo

Explain the decision, feasible options, downside of each option and the evidence that would change the recommendation.

Inputs The decision deadline, options, constraints and evidence for each option.

Required output Lead with the decision requested. For each option list its cost, trade-off, reversibility and strongest objection.

Review before returning State which new information would change the recommendation. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

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47 Prepare a one-to-one

Summarize unfinished commitments, one concrete observation and three open questions. Leave space for the other person's priorities.

Inputs Prior commitments, this week's observations and topics volunteered by the other person.

Required output Create a short agenda in order of urgency. Leave an open section for priorities the other person brings.

Review before returning Separate an observed behaviour from your interpretation of it. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / LEADERSHIP / ADVANCED

48 Run a pre-mortem

Assume the plan missed its objective. Describe five plausible failure paths, an early warning signal and an owner for each response.

Inputs The delivery plan, dependencies, owners and success criteria.

Required output For each plausible failure write a short causal chain, earliest observable signal, mitigation and person able to act.

Review before returning Prioritise failures supported by the actual plan rather than distant hypothetical events. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / LEADERSHIP / STARTER

49 Announce a team decision

Record the decision, the trade-off the team accepted, what changes this week and who will answer questions.

Inputs The approved decision, its effective date and notes from the decision meeting.

Required output Use three short sections titled Decision, What changes and Where to ask. Open with the action that takes effect first.

Review before returning Remove any promise or implementation date that the decision owner did not agree to. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}

HEXWAVE LAB / LEADERSHIP / ADVANCED

50 Choose quarterly priorities

Group competing initiatives by outcome, effort and dependencies. Propose a sequence and explain which decision would reverse it.

Inputs Candidate projects, capacity assumptions, dependencies and the outcome for the quarter.

Required output Build a shortlist with the smallest releasable outcome, trade-off and decision needed to start each item.

Review before returning Flag two initiatives that rely on the same constrained owner or dependency. If source information is missing, identify it clearly.

Audience: {{AUDIENCE}}
Source material:
{{SOURCE}}