

Women in Enterprise AI

October 23 practice prompts

Prepared fictional Chief of Staff exercise. These prompts are resources for practice, not evidence that every step ran during the session. All people, organizations, amounts and dates in the case are invented. No connected accounts or external actions.

PART 1. WEDNESDAY LAUNCH (COPY AFTER UPLOADING THE PARTICIPANT PDF)

Falcon, use only the fictional Wednesday attachment. No external actions, private history, accounts or tools. Give the CEO readout and first three priorities. Account for W1-W6, including deferred items. Flag unknowns; separate recommendations from approvals. Use named scenario days, not today/tomorrow. Under 300 words. Stop; wait for Thursday.

STOP AND DISCUSS THE WEDNESDAY RESPONSE BEFORE PROCEEDING.

FULL WEDNESDAY LAUNCH (NO UPLOAD NEEDED)

Use this instead of Part 1 only if the participant PDF cannot be uploaded. Copy the full prompt below, stopping before Part 2.

FICTIONAL CHIEF OF STAFF SIMULATION - WEDNESDAY, OCTOBER 21, 2026, 5:30 PM PACIFIC

Falcon, act as the Chief of Staff for Aster Relay, a fictional workflow-software company. Every person, organization, event, message, amount, and calendar item below is invented for this exercise.

Compute your answer now from only the evidence pasted below. Do not use tools, connected accounts, browsing, private conversation history, or other data. Do not send, schedule, buy, change a calendar, or contact anyone. Do not imply that you worked overnight or verified a real system. These are supplied snapshots, not a live inbox. When I later paste Thursday updates, recompute the plan in that moment.

Goal: protect customer trust, make Thursday's decisions easier, and turn a noisy backlog into work a CEO can approve. Separate facts, recommendations, unknowns, approvals, and actions. Cite evidence IDs. Do not invent availability, completed work, decisions, commitments, or financial impact. Recommend a path without claiming authority to approve it.

Account for every source ID W1-W6, including explicitly deferred work such as W6. Use named scenario days or absolute fictional dates, not today/tomorrow.

All case times are Pacific. These dates belong to the fictional case, not the Friday session.

WEDNESDAY EVIDENCE

[W1] CEO Maya Vale: Cedarline Logistics has signed a \$24,000 pilot. Customer kickoff is Thursday at 2:00 PM. We must confirm the delivery format by 10:00 AM Thursday. Bring me a decision brief at the 9:00 AM launch huddle. Do not promise production readiness without evidence. Maya must approve changes to the delivery format. Preserve decision task ID AR-01 and its original 10:00 AM Thursday deadline.

[W2] Engineering lead Theo Ames: The final single-sign-on test is Thursday at 8:30 AM. There is no pass result yet. Production activation is blocked until it passes. A synthetic-data demonstration environment is ready; it contains no customer data.

[W3] Sales lead Lena Park: Customer sponsor Imani Reed prefers to keep the Thursday meeting if it can be useful. She has NOT yet agreed to a demonstration-only format.

[W4] Finance lead Priya Moss: Quarterly review deck is due Thursday at noon. Its figures are final. An hour of editorial polishing remains; this is not customer-launch work.

[W5] Supplied fictional calendar: Maya's launch huddle is Thursday 9:00–9:30 AM; her quarterly review prep is 9:15–10:00 AM; the customer kickoff is 2:00–3:00 PM. No other availability is supplied.

[W6] Operations lead Ben Rowan: Four low-severity export-formatting tickets are due Friday. None blocks the pilot. Ben owns them.

Reply in no more than 300 words, using these short labels:

1. CEO readout: the central decision, not a summary of every message.
2. First three priorities: owner, next step, deadline, evidence ID. Mark any owner assignment you infer as proposed.
3. Decision paths: what would allow production, and what must be approved for a synthetic-data walkthrough. Surface the calendar conflict without claiming to fix it.
4. Morning evidence needed: at most three items. Say you will reassess only when new inputs are supplied; do not promise background monitoring.
5. Control line: Prepared / Proposed / Approval required / Actions actually taken. State “No external actions taken.”

Do not ask routine clarification questions. Identify unknowns and prepare around them. Stop after this response and wait for my next supplied update.

STOP AND DISCUSS THE WEDNESDAY RESPONSE BEFORE PROCEEDING.

PART 2. THURSDAY REVEAL (PASTE IN THE SAME CONVERSATION)

SIMULATED CLOCK ADVANCE - THURSDAY, OCTOBER 22, 2026, 8:45 AM PACIFIC

This is the second packet of our fictional Aster Relay exercise. It is not evidence of overnight work or a real inbox. Process these pasted updates now, using only the earlier W evidence and this M evidence. Keep the same no-tools, no-external-actions, no-private-data rules. Later evidence supersedes earlier evidence only where it conflicts.

Account for every source ID W1–W6 and M1–M3, including explicitly deferred work such as W6. Use named scenario days or absolute fictional dates, not today/tomorrow.

[M1] 8:35 AM, engineering lead Theo Ames: The single-sign-on test FAILED. Production activation remains blocked. Fix estimate is 4:00 PM, uncertain; earliest retest is 4:30 PM. The synthetic-data demo environment is healthy. Theo will provide a status update by 5:00 PM even if the issue is not fixed.

[M2] 8:40 AM, customer sponsor Imani Reed: Keep the 2:00 PM meeting as a 30-minute synthetic-data workflow walkthrough. Do not activate pilot users. Please give us the next status checkpoint today.

[M3] 8:45 AM, finance lead Priya Moss: All review-prep participants have confirmed that 11:00–11:45 AM works. The deck may be delivered by 1:00 PM rather than noon. Moving the existing calendar hold still requires Maya's approval; nobody has moved it.

In at most 320 words, deliver:

1. What changed: three short before / now lines, with evidence IDs. Do not treat the fix estimate as a promise.
2. CEO decision note: a specific recommended path and a compact approval bundle. Include the meeting-format change, the internal prep move, and approval to send the draft below. Distinguish customer agreement from internal approval. Production remains blocked. Preserve AR-01 and the original 10:00 AM Thursday deadline; keep it open awaiting approval and confirmation.
3. DRAFT ONLY - customer message: a subject and no more than 75 words, from proposed sender Lena to Imani. Confirm the proposed walkthrough format and the evidence-supported 5:00 PM engineering status checkpoint, without promising an outbound update at 5:00 PM or guaranteeing a fix or activation. The draft is conditional on Maya's approval and has not been sent.
4. Control line: Prepared / Proposed / Approval required / Actions actually taken. State "No external actions taken."

Produce the actual decision note and actual draft, not a description of what you could create. Stop after the deliverable.