

Kiktronik Full Prompt Guide for Tech Businesses

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This guide provides 20 ready-to-use prompts tailored for tech businesses, complete with examples of how AI might respond. Copy, paste, and adapt them to your context.

Efficiency Prompts (Save Time & Automate Workflows)

Meeting Summaries

Prompt: Summarise the following meeting transcript into 5 key decisions, 5 action items with owners, and a short executive summary for senior leadership. Transcript: The engineering team agreed to shift the product launch from Sept 1 to Sept 15...

Example Output:

Executive Summary: Launch delayed 2 weeks for QA. Customer comms and marketing updates planned. Decisions: Launch Sept 15, QA extended, Sarah leads comms, Tom testing, Marketing updates. Actions: Sarah comms Aug 20, Tom tests Aug 28, QA Sept 5, Marketing Aug 25, PM timeline Aug 18.

Email Drafting

Prompt: Write a professional email reply to the following customer request. Keep the tone polite and solution-focused, no longer than 150 words. Customer email: Hi, we're struggling to set up the dashboard and need some help.

Example Output:

Dear Customer, Thank you for reaching out. I've attached a setup guide to walk you through the dashboard configuration. If needed, we can arrange a quick call to help. Best regards, Support Team

Documentation Automation

Prompt: Convert these raw project notes into a structured technical specification with sections for Objectives, Requirements, Constraints, and Next Steps. Notes: Build API for data sync, must support 1M requests/day, launch by Q4.

Example Output:

Objectives: Build scalable data sync API. Requirements: Handle 1M req/day, secure auth, logging. Constraints: Q4 launch, budget £30k. Next Steps: Prototype by Sept, testing in Oct.

Status Reports

Prompt: Generate a weekly project status report in bullet points covering progress, blockers, risks, and next week's focus.

Example Output:

Progress: Completed API prototype. Blockers: Awaiting security review. Risks: Delay in QA resources. Next Week: Begin integration testing.

Innovation Prompts (Product & Strategy Ideas)

SaaS Feature Ideation

Prompt: I run a SaaS platform for project management. Suggest 5 new feature ideas that would differentiate us from competitors, and explain the value of each idea in 2 sentences.

Example Output:

1. AI Task Prioritisation – ranks tasks by urgency. 2. Voice-to-Task Capture – converts voice to tasks. 3. Predictive Resource Allocation – avoids bottlenecks. 4. Competitor Benchmarking – compares delivery times. 5. Budget Tracker – predicts overspend.

Competitor Gap Analysis

Prompt: List the top 5 competitors in [industry]. For each, identify 3 weaknesses or gaps we could exploit. Present results in a table format.

Example Output:

Competitor A: Weak integrations, slow UI, high price. Competitor B: Poor support, limited features, no mobile. Competitor C: Outdated design, complex onboarding, weak analytics...

Future Tech Trends

Prompt: What are the top emerging technology trends in cybersecurity? Summarise how a mid-sized company could adopt them within 12 months.

Example Output:

Trends: Zero Trust (apply phased rollout), AI threat detection (pilot vendor), Cloud-native security (migrate key workloads).

Innovation Roadmap

Prompt: Generate a 12-month innovation roadmap for a tech SME that wants to add AI-driven services. Include milestones by quarter.

Example Output:

Q1: Identify use cases. Q2: Pilot chatbot. Q3: Expand to analytics. Q4: Full integration, client rollout.

Customer Engagement Prompts (Marketing, Copywriting & Support)

LinkedIn Post Generator

Prompt: Write a LinkedIn post announcing the launch of a new cybersecurity service for SMEs. Tone: professional but engaging. Max 200 words.

Example Output:

■ We're thrilled to launch our Real-Time Threat Monitoring Service for SMEs. Affordable, scalable, and always-on protection. #CyberSecurity #SMEs #BusinessGrowth

FAQ Builder

Prompt: Generate a list of 10 FAQs and answers for a new SaaS HR platform.

Example Output:

Q: Is data secure? A: Yes, AES-256 encryption. Q: Can I integrate payroll? A: Yes, with API connectors. ...

Customer Support Script

Prompt: Create a support script for responding to a customer experiencing login failures.

Example Output:

Agent: Thank you for contacting support. Can you confirm if you've tried resetting your password? Let me guide you...

Website Copy

Prompt: Write homepage copy for a tech consultancy offering AI strategy and implementation.

Example Output:

Transform your business with AI. At Kiktronik, we deliver tailored AI strategies, seamless integration, and measurable results.

Strategy Prompts (Smarter Decision-Making)

SWOT Analysis

Prompt: Perform a SWOT analysis for a company offering cloud-based HR software to UK SMEs.

Example Output:

Strengths: Scalable, low-cost. Weaknesses: Low brand. Opportunities: Remote work demand. Threats: Intense competition.

Market Entry Evaluation

Prompt: Evaluate the risks, opportunities, and competition for entering the German SaaS HR market. Provide 300-word executive summary.

Example Output:

Germany shows high SME HR adoption. Risks: regulatory complexity. Opportunities: underserved SMEs. Competition: SAP dominates large firms, gap in SME space.

Strategic Options

Prompt: Suggest 3 growth strategies for a tech SME with limited funding but strong technical expertise.

Example Output:

1. Partner with agencies (low cost, fast reach). 2. Open-source freemium model (community growth). 3. Vertical niche focus (higher ROI, less competition).

Industry Trend Report

Prompt: Summarise the 5 biggest challenges currently facing SaaS providers and suggest AI-driven solutions.

Example Output:

Challenges: Churn, scaling, security, UX, competition. AI helps via churn prediction, auto-scaling, anomaly detection, UX personalisation, competitor analysis.

Advanced Prompts (Operations & AI Integration)

Process Optimisation

Prompt: Analyse the workflow [collect support ticket, triage, assign engineer]. Suggest 5 ways AI could streamline.

Example Output:

AI triage routing, auto-prioritisation, sentiment detection, self-service chatbots, workload balancing.

Policy Drafting

Prompt: Write an IT security policy for a company with 50 employees. Sections: passwords, devices, remote access, incident reporting.

Example Output:

Passwords: 12 chars, rotate 90 days. Devices: encryption required. Remote: VPN only. Incidents: report to IT within 24h.

AI Deployment Plan

Prompt: Create a step-by-step AI adoption plan for a mid-sized business.

Example Output:

Step 1: Audit workflows. Step 2: Identify pilot. Step 3: Train staff. Step 4: Measure ROI. Step 5: Scale.

Risk Register

Prompt: Generate a risk register for implementing AI in financial services. Include Risk, Impact, Likelihood, Mitigation.

Example Output:

Risk: Data leakage – High – Medium – Encrypt data, train staff. Risk: Bias – Medium – High – Audit models.

Created by Kiktronik Limited

Helping businesses leverage **AI, strategy, and technology** for growth.

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