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20-Page Concept. What Does Management Need to Know?

One Prompt. The Essential Information for Decision-Making.



BECHTLE SWITZERLAND · IN COLLABORATION WITH MICROSOFT · 2026

Preparing Decisions with Purpose

This prompt enables Copilot to condense a provided document into a concise decision brief. Key insights, described options, and open information gaps are clearly highlighted.

1

The Challenge

I have a comprehensive concept document and want to prepare management for a decision in a targeted way.

Many pages, numerous details, and limited time: what is truly relevant for the decision? What options does the document describe? What benefits, efforts, and risks are substantiated? And which information is still missing?

2

The Goal

A clear decision brief of no more than 600 words, featuring evidence-based key findings, transparent information gaps, and a conclusion that is clearly identified as a recommendation.

3

Your Prompt

> *"Based on the document [Document Name], create a decision brief for management in no more than 600 words. The objective is to support a decision regarding [Decision Question]."*



This sentence merely serves as the introduction. To ensure Copilot distinguishes documented facts from recommendations and does not fill in missing information, the prompt should also include the key instructions, relevant criteria, and the desired response structure. **You can find the complete prompt on page 5 for direct copy-and-paste use.**

Making the Prompt Precise

Rules for a Reliable Decision Brief. Include these instructions in the prompt. They help Copilot base the decision solely on the information that is actually documented.

- Use only information from the provided document.
- Do not invent options, costs, metrics, benefits, or risks.
- Clearly separate documented facts and assessments from any recommendations you derive.
- Continue to identify assumptions and forecasts from the document as such.
- Point out missing decision-relevant information instead of filling in the gaps.
- Support key statements and figures with page numbers or section headings.
- Justify your recommendation based on the source. If the available information is insufficient, specify the clarification required.
- Limit the entire brief to a maximum of 600 words and write in a way that is easy for executives without specialist expertise to understand.

What Copilot Should Pay Particular Attention To. These criteria help focus the summary on the specific decision at hand.

- Decision Question: [Decision Question].
- Background and Documented Need for Action.
- Three Key Findings, Where Supported by the Source.
- Options for Action Described in the Document.
- Documented Benefits, Effort, and Risks.
- Missing Information That Makes a Decision More Difficult.

Formulate the decision question as specifically as possible, for example: "Should management approve the pilot phase described in the concept?" Provide the version of the document that should be used as the basis for the assessment.

From Long Documents to a Decision Brief

Provide Copilot with a clear structure. This helps management focus on the information that is relevant to the decision.

1. **Background and Need for Action**
   What is the topic, what decision needs to be made, and why does the document indicate that action is required?

2. **Three Key Findings**
   The most important verifiable statements related to the decision question, each supported by a source reference. If the source provides less information, this should be clearly stated.

3. **Described Courses of Action**
   The options mentioned in the document and the differences between them. Missing alternatives should be highlighted as information gaps.

4. **Benefits, Effort, and Risks**
   Documented qualitative and quantitative information, as well as missing costs, metrics, or other factors required for decision-making.

5. **Recommended Next Step**
   A clearly identified recommendation derived from the document, including its rationale. If the available evidence is insufficient, the focus should be on outlining the clarification required before a decision can be made.

A good decision brief also highlights what is not yet known.
Verify key statements and figures using the cited sources.
You can find the complete prompt on the next page.

Your Complete Prompt

Simply copy, provide the document in Microsoft 365 Copilot, and replace [Document Name] and [Decision Question].




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Create a decision brief for management based on the provided document [Document Name], with a total length of no more than 600 words.

The objective is to support a decision regarding [Decision Question].


Important Instructions:
• Use only information from this document.
• Do not invent courses of action, costs, metrics, benefits, effort estimates, or risks.
• Separate documented facts and assessments from any recommendations you derive. Continue to identify assumptions and forecasts from the document as such.
• If decision options, costs, metrics, or other relevant information are missing, explicitly identify these gaps instead of filling them in.
• Reference key statements and figures to the relevant page number or section heading. Do not invent source references.
• Justify your recommendation based on the source material. If the document does not provide a sufficient basis for an objective recommendation, state this and identify the clarification required before a decision can be made.
• Write concisely and clearly for executives without in-depth specialist knowledge. Briefly explain any technical terms that cannot be avoided.
• If the document is unavailable or unreadable, state this rather than creating unsupported content.


Pay particular attention to:
• The relevance to the stated decision question
• The background and documented need for action
• The most important verifiable findings
• The actual courses of action described
• Documented benefits, effort, and risks
• Missing information relevant to the decision-making process


Please structure the brief using these five sections:
1. Background and Need for Action
   Provide a concise summary of the context and the documented need for action described in the document. Explain how it relates to the decision question.

2. Three Key Findings
   Present the three most important verifiable findings related to the decision question, including source references. If the document provides fewer than three, state this rather than inventing additional findings.

3. Described Courses of Action
   Present only the options described in the document. If no options or only one option is described, state this explicitly. Do not add your own alternatives.

4. Benefits, Effort, and Risks
   Summarize the documented information and, where possible, assign it to the described options. Mark any missing decision-relevant information as "Not specified in the document."

5. Recommended Next Step
   Label your conclusion as "Derived Recommendation" and justify it using the documented information and sources. Distinguish it from recommendations already contained in the document. If the basis for a decision is insufficient, identify the clarification required as the next step.
   Keep the entire brief, including source references, within the maximum limit of 600 words.
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One Prompt. A Well-Founded Basis for Decision-Making.

What else could Copilot do for you?

Use Microsoft 365 Copilot to transform large volumes of information into targeted insights and prepare decisions based on transparent, traceable evidence.

We show you how to integrate Copilot effectively into your processes and unlock the full potential of Microsoft 365.

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