

OpenAI

Leveraging ChatGPT for State Transportation Director

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. state government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the State Transportation Director: support transportation program reporting, district coordination, and project communication. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Top Executives

USAGov — State and local governments

OpenAI — Use ChatGPT

Program delivery

Program delivery brief

Best used with: Chat.

Prepare a program delivery brief for the State Transportation Director in [Jurisdiction], focused on program delivery. Use the pasted [Approved transportation program milestones and district updates] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Milestone status table

Best used with: Chat.

Prepare a milestone status table for the State Transportation Director in [Jurisdiction], focused on program delivery. Use the pasted [Approved transportation program milestones and district updates] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Dependency questions

Best used with: Chat.

Prepare a dependency questions for the State Transportation Director in [Jurisdiction], focused on program delivery. Use the pasted [Approved transportation program milestones and district updates] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Program delivery

District review agenda

Best used with: Chat.

Prepare a district review agenda for the State Transportation Director in [Jurisdiction], focused on program delivery. Use the pasted [Approved transportation program milestones and district updates] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Quarterly program narrative

Best used with: Chat.

Prepare a quarterly program narrative for the State Transportation Director in [Jurisdiction], focused on program delivery. Use the pasted [Approved transportation program milestones and district updates] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Project oversight support

Project portfolio brief

Best used with: Chat.

Prepare a project portfolio brief for the State Transportation Director in [Jurisdiction], focused on project oversight support. Use the pasted [Verified project summaries and approved schedules] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Schedule exception memo

Best used with: Chat.

Prepare a schedule exception memo for the State Transportation Director in [Jurisdiction], focused on project oversight support. Use the pasted [Verified project summaries and approved schedules] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Project information checklist

Best used with: Chat.

Prepare a project information checklist for the State Transportation Director in [Jurisdiction], focused on project oversight support. Use the pasted [Verified project summaries and approved schedules] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Project oversight support

Handoff readiness questions

Best used with: Chat.

Prepare a handoff readiness questions for the State Transportation Director in [Jurisdiction], focused on project oversight support. Use the pasted [Verified project summaries and approved schedules] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Executive project update

Best used with: Chat.

Prepare a executive project update for the State Transportation Director in [Jurisdiction], focused on project oversight support. Use the pasted [Verified project summaries and approved schedules] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

District coordination

District coordination agenda

Best used with: Chat.

Prepare a district coordination agenda for the State Transportation Director in [Jurisdiction], focused on district coordination. Use the pasted [District work-plan notes and approved responsibilities] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Cross-district handoff

Best used with: Chat.

Prepare a cross-district handoff for the State Transportation Director in [Jurisdiction], focused on district coordination. Use the pasted [District work-plan notes and approved responsibilities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Resource status questions

Best used with: Chat.

Prepare a resource status questions for the State Transportation Director in [Jurisdiction], focused on district coordination. Use the pasted [District work-plan notes and approved responsibilities] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

District coordination

District commitment tracker

Best used with: Chat.

Prepare a district commitment tracker for the State Transportation Director in [Jurisdiction], focused on district coordination. Use the pasted [District work-plan notes and approved responsibilities] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Operations reporting template

Best used with: Chat.

Prepare a operations reporting template for the State Transportation Director in [Jurisdiction], focused on district coordination. Use the pasted [District work-plan notes and approved responsibilities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public project information

Project fact sheet

Best used with: Chat.

Prepare a project fact sheet for the State Transportation Director in [Jurisdiction], focused on public project information. Use the pasted [Approved project facts and verified travel notices] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Construction update

Best used with: Chat.

Prepare a construction update for the State Transportation Director in [Jurisdiction], focused on public project information. Use the pasted [Approved project facts and verified travel notices] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public meeting FAQ

Best used with: Chat.

Prepare a public meeting faq for the State Transportation Director in [Jurisdiction], focused on public project information. Use the pasted [Approved project facts and verified travel notices] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public project information

Traveler notice draft

Best used with: Chat.

Prepare a traveler notice draft for the State Transportation Director in [Jurisdiction], focused on public project information. Use the pasted [Approved project facts and verified travel notices] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public claim check

Best used with: Chat.

Prepare a public claim check for the State Transportation Director in [Jurisdiction], focused on public project information. Use the pasted [Approved project facts and verified travel notices] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget communication

Transportation budget explainer

Best used with: Chat.

Prepare a transportation budget explainer for the State Transportation Director in [Jurisdiction], focused on budget communication. Use the pasted [Verified transportation budget summaries and program narratives] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Program funding questions

Best used with: Chat.

Prepare a program funding questions for the State Transportation Director in [Jurisdiction], focused on budget communication. Use the pasted [Verified transportation budget summaries and program narratives] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget hearing brief

Best used with: Chat.

Prepare a budget hearing brief for the State Transportation Director in [Jurisdiction], focused on budget communication. Use the pasted [Verified transportation budget summaries and program narratives] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget communication

Capital narrative review

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Prepare a capital narrative review for the State Transportation Director in [Jurisdiction], focused on budget communication. Use the pasted [Verified transportation budget summaries and program narratives] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget reporting glossary

Best used with: Chat.

Prepare a budget reporting glossary for the State Transportation Director in [Jurisdiction], focused on budget communication. Use the pasted [Verified transportation budget summaries and program narratives] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner engagement

Local government meeting brief

Best used with: Chat.

Prepare a local government meeting brief for the State Transportation Director in [Jurisdiction], focused on partner engagement. Use the pasted [Approved partner responsibilities and local meeting notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner issue summary

Best used with: Chat.

Prepare a partner issue summary for the State Transportation Director in [Jurisdiction], focused on partner engagement. Use the pasted [Approved partner responsibilities and local meeting notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Coordination commitment log

Best used with: Chat.

Prepare a coordination commitment log for the State Transportation Director in [Jurisdiction], focused on partner engagement. Use the pasted [Approved partner responsibilities and local meeting notes] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner engagement

Project meeting follow-up

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Prepare a project meeting follow-up for the State Transportation Director in [Jurisdiction], focused on partner engagement. Use the pasted [Approved partner responsibilities and local meeting notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner briefing outline

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Prepare a partner briefing outline for the State Transportation Director in [Jurisdiction], focused on partner engagement. Use the pasted [Approved partner responsibilities and local meeting notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.