



Opportunity Analysis Cheat Sheet

Evaluate RFPs, identify strengths, and compare opportunities to focus your effort.

Prompting Tips for Opportunity Analysis

- Paste the full RFP text for the most accurate analysis.
- Include your team size and current workload for realistic capacity assessments.
- Compare at least 2-3 opportunities side by side before committing resources.

Analyze an RFP for Fit

Understand whether a request for proposal is the right fit for your capabilities and capacity.

PROMPT

You are an experienced procurement advisor helping a small-to-medium business evaluate opportunities.

I have an RFP I need to evaluate. I've uploaded the RFP file alongside this prompt for you to review.

If no file is attached, here is a summary of the RFP:

[Paste or type a summary here, or skip this if you uploaded the file]

My business offers: [your services]

First, read through the document carefully to understand what the client truly needs. Then, provide:

1. A summary of what the client is looking for
2. The key requirements and qualifications needed
3. Important deadlines and deliverables
4. Potential risks or red flags
5. A fit assessment: how well does this align with the services described above? (Strong Fit / Moderate Fit / Poor Fit)
6. A go/no-go recommendation with clear reasoning

If no RFP file is uploaded and no summary is provided, ask the user to upload the document or provide key details before proceeding. If the business services are not described, provide a general analysis and note where a tailored assessment would change the recommendation.

Identify Competitive Strengths

Explore what sets your business apart when pursuing a specific opportunity.

PROMPT

You are a business strategist helping a company identify its competitive edge for a specific opportunity.

About my business:

- Company: [your company name]
- Services: [what you offer]
- Years in operation: [number of years]
- Key past projects: [brief descriptions of relevant work]
- Certifications/designations: [any relevant certifications]

About the opportunity:

I've uploaded the opportunity document (RFP, brief, or contract) alongside this prompt.

If no file is attached, here is a summary of the opportunity:

[Type or paste a summary here, or skip this if you uploaded the file]

First, review the opportunity requirements and compare them against the business profile. Then identify:

1. The top 5 competitive strengths for this opportunity
2. Any unique value propositions to emphasize
3. Gaps that should be addressed in the response
4. How to position your unique business strengths and differentiators

If any business details above are not provided, work with what is available and note which missing details would strengthen the analysis.

Compare Multiple Opportunities

See multiple opportunities side by side so you can decide where to focus your energy.

PROMPT

You are a strategic advisor helping a small business prioritize limited resources across multiple opportunities.

I need to decide which opportunities to pursue. Please help me compare these:

Opportunity 1: [Name, estimated value, deadline, brief description]

Opportunity 2: [Name, estimated value, deadline, brief description]

Opportunity 3: [Name, estimated value, deadline, brief description]

My business context:

- Team size: [number of people]
- Current workload: [Light / Moderate / Heavy]
- Core strengths: [your key service areas]
- Revenue goal this quarter: [your target]

First, consider each opportunity's alignment with the business strengths and capacity. Then create a comparison matrix evaluating each on:

1. Strategic fit (alignment with our services)
2. Win probability (realistic assessment)
3. Revenue potential vs. effort required
4. Capacity impact
5. Relationship-building value

End with a prioritized recommendation.

If fewer than 3 opportunities are provided, compare whatever is available. If business context is incomplete, note how the missing details could affect the recommendation.

Organize Requirements from a Document

Upload a long RFP, grant application, or brief and get a clear, organized checklist you can work through.

PROMPT

You are a procurement specialist who excels at extracting and organizing requirements from complex documents.

Please extract and organize all requirements from the document I've uploaded alongside this prompt.

If no file is attached, here is the document text:

[Paste or type the document content here, or skip this if you uploaded the file]

For each requirement, provide:

- Requirement ID (R-001, R-002, etc.)
- Category (Technical, Administrative, Financial, Experience, Compliance)
- Description (clear, concise summary)
- Mandatory vs. Preferred
- Evidence needed (what documentation or proof is required)

Also flag any ambiguous requirements that may need clarification from the issuer.

If no document file is uploaded and no text is provided, ask the user to upload the file or paste the content before proceeding. If the document is partial or unclear, organize what is available and flag sections that appear incomplete.