

# CONSTRUCTION

Across 10 Construction Workflows · [owneroperated.ai](https://owneroperated.ai)

## Planning & Scheduling — 10

- Critical path creation
- Delay risk analysis
- 3-week lookahead plans

## Estimating & Bidding — 10

- Scope gap analysis
- Bid leveling & comparison
- Win/loss bid review

## Field Operations — 10

- Daily field report writing
- RFI & PCO drafting
- Subcontractor back-charges

## Job Cost Control — 10

- Cost overrun analysis
- Pay application narratives
- Cash flow projections

## Subcontractor Management — 10

- Scope letters & NTPs
- Prequalification checklists
- Default & back-charge notices

## Safety & Compliance — 10

- Toolbox talk writing
- Job hazard analysis (JHA)
- OSHA incident reporting

## Equipment Management — 10

- Preventive maintenance plans
- Rent vs. own analysis
- Utilization reporting

## Change Orders & Contracts — 10

- Change order request drafting
- Contract clause analysis
- Lien & claim notices

## Client Communication — 10

- Progress update emails
- Difficult conversation prep
- Client handover materials

## Business Development — 10

- Company capability statements
- Proposal & RFP writing
- Market positioning

# PLANNING & SCHEDULING

10 prompts

- 1 Create a critical path schedule for a {project\_type} with these phases: {phases}. Show start dates, durations, dependencies, and milestone markers.
- 2 Analyze this schedule and rank every delay risk by probability and impact. Suggest a mitigation for each: {schedule\_summary}
- 3 Write a 3-week lookahead starting {start\_date} for these tasks: {task\_list}. Include crew sizes and weather buffer days.
- 4 Build a punch list for a {project\_type} nearing completion. Organize by trade — electrical, plumbing, carpentry — with priority ratings.
- 5 Write a project kickoff agenda for a \${budget} {project\_type}. Cover safety, scope, site rules, communication protocol, and Q&A.
- 6 Draft a scope-of-work breakdown for {project\_type}. List work items, materials, estimated hours, and sequence of operations.
- 7 Create a subcontractor coordination schedule with {trades} trades on site. Include sequencing, access windows, and hold points.
- 8 Write a weather delay policy for my construction company covering rain, freeze conditions, and high-wind situations.
- 9 Generate a daily production log template for a {project\_type} crew — manpower, equipment, work done, issues, next-day plan.
- 10 Draft a project closeout checklist covering inspections, punch list, as-builts, O&M manuals, and warranty documents.

## ESTIMATING & BIDDING

10 prompts

- 1 Review this bid scope for a {project\_type} and identify gaps, ambiguities, or missing items before we submit: {scope}

---

- 2 Build a comparison table leveling 3 sub quotes on {trade\_work}. Columns: scope inclusions, exclusions, unit prices, assumptions.

---

- 3 Write an estimate narrative for a {project\_type} proposal — scope, key assumptions, exclusions, allowances, and how we got to the price.

---

- 4 List 15 clarification questions to ask before bidding on a {project\_type}. Focus on gaps that typically cause cost overruns.

---

- 5 Write a value-engineering proposal that reduces a {project\_type} cost by {pct}% while maintaining quality. Give 5 alternatives.

---

- 6 Create a bid-decision memo: should we pursue this {project\_type}? Include win probability, margin risk, and strategic value.

---

- 7 Draft an estimate review checklist for a {project\_type} bid: takeoffs, labor rates, material pricing, equipment, overhead, profit.

---

- 8 Analyze our last 3 similar jobs — data: {job\_data} — and identify where we were over/under to sharpen future estimates.

---

- 9 Write a competitive analysis: why should this owner pick us over {competitors} for a {project\_type}?

---

- 10 Create a unit-cost database structure for a {specialty} contractor with work items, units, production rates, and labor/material split.

---

# FIELD OPERATIONS

10 prompts

- 1 Write a professional daily field report for {date} from these notes: {notes}. Include weather, manpower, work done, issues, next-day plan.
- 2 Document this construction deficiency: {deficiency}. Include location, description, responsible party, and required corrective action.
- 3 Draft an RFI for this unclear specification: {spec\_issue}. Include background, specific question, and impact if unanswered.
- 4 Write a potential change order (PCO) notice for this unforeseen condition: {condition}. Include cause, schedule impact, cost TBD.
- 5 Draft a subcontractor back-charge notice for {issue}. Include deficiency description, cost to correct, cure deadline, rights reserved.
- 6 Write a safety observation report for this near-miss: {incident}. Include root-cause analysis and corrective actions.
- 7 Create a pre-task planning (PTP) form for crews doing {task\_type}: hazards, controls, PPE, emergency procedures.
- 8 Write a weekly progress report for {project\_name} — week of {date\_range}, work completed: {work\_list}, issues: {issues}.
- 9 Draft an equipment delivery and placement plan for {equipment\_list} arriving {date}. Cover staging, site logistics, setup sequence.
- 10 Create a concrete pour narrative for the record: {pour\_details}. Include mix design, placement method, weather, test results.

# JOB COST CONTROL

10 prompts

- 1 Analyze this job cost report and identify the top 3 overruns: {cost\_data}. Explain likely causes and immediate corrective actions.
- 2 Write a monthly financial status report for {project\_name} at {pct}% complete. Budget: \${budget}. Spent: \${spent}.
- 3 Draft a client billing narrative for pay application #{num} on {project\_name}. Work this period: {work}. Amount: \${amt}.
- 4 Create a cost-at-completion forecast given current trends: {data}. Identify categories where we can recover margin.
- 5 Write a job cost variance explanation memo for this month's review: {variances}. Keep it factual and action-oriented.
- 6 Create a subcontractor payment tracking log for {project\_name}: contracts, approved changes, billings, retainage, balance to complete.
- 7 Generate a cash flow projection for {project\_name} through completion — anticipated billings, expected collections, major expense months.
- 8 Write a profit-fade analysis for {project\_name}. Starting margin: {start}%. Current projected margin: {current}%. Identify causes.
- 9 Draft a schedule of values (SOV) for a \${contract\_value} {project\_type} contract broken into logical billing phases.
- 10 Analyze our overhead costs and suggest where we can reduce expenses without impacting field productivity: {overhead\_list}

# SUBCONTRACTOR MANAGEMENT

10 prompts

- 1 Write a subcontractor scope letter for {trade} work on {project\_name}. Include scope, contract documents, schedule, coordination notes.
- 2 Create a subcontractor prequalification questionnaire for {trade} subs covering financial, safety, experience, and references.
- 3 Draft a notice to proceed to {company} for {trade} work on {project\_name}. Start: {date}. Key milestones: {milestones}.
- 4 Write a subcontractor performance review for {company} on {project\_name}. Rate quality, schedule, safety, and cooperation.
- 5 Draft a back-charge letter to {company} for {issue} — amount \${amt}, documentation required, appeals process included.
- 6 Write a final payment and lien release letter to {company}. Include retainage conditions and warranty obligations.
- 7 Create a subcontractor coordination meeting agenda with {trades} for {project\_name}: schedule review, RFIs, conflict resolution.
- 8 Write vendor qualification criteria for selecting {material\_type} suppliers: price, delivery, quality, service metrics.
- 9 Draft a subcontractor default notice for {company} who has {violation}. Include cure period, rights reserved, consequences.
- 10 Write a joint check agreement letter for {project\_name} to protect against sub-tier payment problems.

# SAFETY & COMPLIANCE

10 prompts

- 1 Write a toolbox talk on {topic} for a crew of {size} workers. Make it engaging, under 10 min, with discussion questions.
- 2 Create a site safety inspection checklist for a {project\_type}: OSHA items, housekeeping, PPE compliance, equipment checks.
- 3 Draft an incident investigation report for: {incident}. Include immediate cause, root causes, contributing factors, corrective actions.
- 4 Write a job hazard analysis (JHA) for {task}: list each step, its hazards, and controls to eliminate or reduce risk.
- 5 Create a safety orientation checklist for new workers on {project\_name}: site-specific rules and emergency procedures.
- 6 Draft an OSHA 300-log recordable incident report for: {incident\_details}. Make it legally appropriate and factually accurate.
- 7 Write a corrective action plan responding to an OSHA citation for {violation}: timeline, responsible parties, prevention measures.
- 8 Create a crisis communication template for a serious on-site accident: notifications sequence, media response, family contact steps.
- 9 Generate a daily equipment inspection checklist for operators of {equipment}: pre-op items and operational safety checks.
- 10 Write a substance abuse program policy: testing requirements, consequences, and employee assistance resources.

# EQUIPMENT MANAGEMENT

10 prompts

- 1 Create a preventive maintenance schedule for {equipment\_list}: service intervals, inspection items, estimated downtime per service.

---

- 2 Write an equipment utilization report for {month} covering {equipment\_list}. Flag underutilized assets and recommend lease/own decisions.

---

- 3 Run a rent-vs-own analysis for a {equipment\_type} we rent {hrs}/month at \${rate}/month versus buying at \${purchase\_price}.

---

- 4 Draft an equipment damage claim document: {description}. Include photo checklist, damage description, and repair cost estimate.

---

- 5 Write an operator certification tracking system for {equipment\_types}: certifications required, expiration dates, renewal reminders.

---

- 6 Analyze our fuel consumption for the fleet: {fuel\_data}. Identify outliers and inefficiencies.

---

- 7 Create a daily equipment inspection tag and log for {equipment\_type}: simple enough to complete in 5 minutes.

---

- 8 Draft an equipment rental agreement addendum for unusual conditions: winter operations, remote site, operator-furnished.

---

- 9 Write an end-of-season equipment storage and winterization checklist for {equipment\_list}.

---

- 10 Create a fleet replacement planning memo. Current fleet ages: {ages}. Projected repair costs: {costs}. Recommend replacements.

## CHANGE ORDERS & CONTRACTS

10 prompts

- 1 Draft a change order request for additional work on {project\_name}: {work}. Include justification, cost breakdown, schedule impact.
- 2 Analyze this contract clause and explain it in plain English. Flag any risks before signing: {clause}
- 3 Write a claim letter for costs from owner-caused delays on {project\_name}. Include factual basis, cost documentation, legal standing.
- 4 Create a change order log to track all changes from request through execution on a {project\_type} project.
- 5 Draft a contract negotiation memo: top 5 risky clauses in this agreement and suggested alternative language: {contract\_summary}
- 6 Write a notice of intent to file a lien for {project\_name} due to nonpayment of \${amount} — {days} days past due.
- 7 Create a subcontractor change order adding {scope} to the {trade} contract for {project\_name}. Amount: \${amt}.
- 8 Draft a no-damages-for-delay response letter to an owner claiming we waived our rights by continuing work.
- 9 Write a warranty claim response to {client} regarding alleged defect in {work\_type}. Be professional and investigate-oriented.
- 10 Generate a contract execution checklist for a \${value} {project\_type} contract: attachments, signatures, insurance requirements.

# CLIENT COMMUNICATION

10 prompts

- 1 Write a client update email for {project\_name}. Status: {status}. Upcoming: {upcoming}. Issues to flag: {issues}.
- 2 Create talking points for a difficult meeting about {issue} on {project\_name}. Deliver bad news professionally, preserve the relationship.
- 3 Draft a client satisfaction survey for after project completion: communication, quality, schedule, and likelihood to refer.
- 4 Write a professional response to this angry client email about {complaint}. Acknowledge, explain, and outline corrective action.
- 5 Create a project handover meeting agenda: punch list, O&M training, warranty info, contact information.
- 6 Write a project delay notification letter to {client}: {days}-day delay due to {reason}. Include revised completion date.
- 7 Draft a client reference letter request email for a satisfied customer from the {project\_name} project.
- 8 Write a construction progress update with photo captions for {project\_name} covering {date\_range} — professional, client-facing.
- 9 Create a project proposal cover letter for {client} pursuing a {project\_type}. Highlight our relevant experience.
- 10 Write a post-project follow-up email to {client} 30 days after completion: check-in, warranty reminder, referral ask.

## BUSINESS DEVELOPMENT

10 prompts

- 1 Write a company capability statement for a {specialty} contractor pursuing {market} work: certifications, bonding, key projects.
- 2 Draft a letter of interest for a {project\_type} RFP. Highlight our qualifications, experience, and why we're the right fit.
- 3 Create a business development target list for a {specialty} contractor: project types, owner types, minimum project size.
- 4 Write an executive summary of Q{quarter} {year} performance: revenue \${rev}, key wins, challenges, and goals for next quarter.
- 5 Generate a competitive positioning analysis vs. {competitors} in the {specialty} market. Identify our unique advantages.
- 6 Draft a proposal for a {project\_type} opportunity with {owner}. Our experience: {exp}. Our differentiators: {diff}.
- 7 Create an annual company review presentation outline: safety record, financials, key projects, awards, team goals.
- 8 Write a Google Business Profile description for a {specialty} contractor in {city}. Include services, experience, trust signals.
- 9 Draft 5 LinkedIn posts for a {specialty} contractor to build credibility with local GCs and developers.
- 10 Write a referral partner outreach email to {partner\_type} about sending us {project\_type} referrals. Propose a mutual benefit.