

CAPSTONE PROMPT TEMPLATE - PARK HYATT KUALA LUMPUR EDITION

One Prompt. One Real Project.

INSTRUCTIONS

1. Click File → Make a Copy (you must be signed in to Google).
 2. **Pick ONE real task from your desk - the one you named at 9am if it fits.** An F&B promotion, a corporate pitch, a guest recovery campaign, an SOP overhaul, or whatever is actually waiting for you.
 3. Edit every yellow highlight. Placeholders only - no real guest names, booking numbers, contact details or corporate rates.
 4. **Run it in the SAME chat as your trained assistant.** It already knows the hotel, your role and your standards. A blank chat throws all of that away.
 5. **Twenty-five minutes now to walk out with the real thing, not an exercise.**
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EDIT, THEN COPY EVERYTHING BELOW THIS LINE INTO YOUR AI

THE PROMPT

Using everything you already know about Park Hyatt Kuala Lumpur, my role and my standards from this conversation, complete this real project with me.

MY PROJECT: **[DESCRIBE IT IN 2-3 LINES. WHAT IT IS, WHO IT IS FOR, WHY NOW. PLACEHOLDERS ONLY.]**

WHAT I ALREADY HAVE: **[PASTE YOUR NOTES, A HALF-DONE DRAFT OR AN OLD VERSION - OR WRITE "NOTHING YET"]**

WHO WILL JUDGE THE FINISHED WORK: **[MY MANAGER / THE GUEST / THE CLIENT / THE GM]** - write for them, not for me.

WHAT SUCCESS LOOKS LIKE: **[ONE LINE - e.g. THE CLIENT SAYS YES TO A SITE VISIT / MY MANAGER SENDS IT WITHOUT EDITS]**

WHAT TO DELIVER: **[THE FINISHED PIECES YOU NEED - e.g. THE PROPOSAL + THE COVERING EMAIL / THE SOP + THE TEAM CHECKLIST / THE PROMOTION CONCEPT + SEVEN SOCIAL CAPTIONS]**

HOW TO WORK: Before drafting, give me a gap list - every piece of information you are missing. Then work piece by piece; after each one, stop and ask me the single question that would make the next piece better. **[TO CONFIRM]** for any missing fact, never invent. No prices or compensation values - I add those. Our voice. Plain text.

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