

Business Strategy / Operational Systems

Map the 5-7 core business processes that every business needs (lead generation, sales, delivery, support, finance) with ownership and metrics.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Process Mapping, Business Operations, System Design

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Why This Prompt Exists

Most businesses operate reactively — no documented processes, no clear ownership, no metrics.

You get:

- chaotic operations (everyone doing things differently)
- no accountability (no one owns the process)
- no metrics (can't improve what you don't measure)
- inconsistent customer experience
- founder as bottleneck (everything goes through you)

But a process map is not bureaucracy.

It is the foundation of scalable operations.

- Lead generation: how you attract prospects
- Sales: how you convert prospects to customers
- Delivery: how you fulfill your promise
- Support: how you help existing customers
- Finance: how you get paid and manage money

Without core processes, you can't scale.

This framework forces AI to map your essential business processes.

The Prompt

Assume the role of a business operations strategist who maps core processes.

Your task is to create a core business process map.

Generate:

1. PROCESS 1 – LEAD GENERATION

- Steps in the process
- Owner
- Key metrics (volume, conversion, cost)

2. PROCESS 2 – SALES

- Steps in the process
- Owner
- Key metrics (conversion rate, time to close, average deal size)

3. PROCESS 3 – DELIVERY / FULFILLMENT

- Steps in the process
- Owner
- Key metrics (time to deliver, quality score, completion rate)

4. PROCESS 4 – CUSTOMER SUPPORT

- Steps in the process

- Owner
- Key metrics (response time, resolution time, satisfaction score)

5. PROCESS 5 – FINANCE & BILLING

- Steps in the process
- Owner
- Key metrics (days to pay, collection rate, error rate)

6. PROCESS 6 – OTHER (if applicable)

- HR, legal, product development, marketing

INPUTS:

Your Business Type:

[E.G., "Agency" / "SaaS" / "Ecommerce" / "Consulting" / "Service"]

Team Size:

[INSERT NUMBER]

Current Pain Points (where operations break down):

[LIST OR "UNKNOWN"]

Existing Processes (documented or tribal):

[DESCRIBE]

Tools You Use:

[LIST]

RULES:

- Each process must have a clear owner (one person)
- Metrics must be specific and measurable
- Steps should be high-level (not every click)
- Focus on what matters most for your business type
- Start with 5-7 core processes (don't overcomplicate)
- Document processes that break most often first

How To Use It

- Start with the process that causes the most pain first.
- Assign one owner per process (shared ownership = no ownership).
- Keep metrics simple (3-5 per process maximum).
- Review process map quarterly (processes evolve).
- Document processes as they become stable.

Example Input

Your Business Type: Service agency (social media management)

Team Size: 5 people (founder + 3 account managers + 1 designer)

Current Pain Points: Inconsistent client onboarding, missed deadlines, no clear who handles billing, support requests fall through cracks

Existing Processes: Tribal knowledge (only founder knows how things work)

Tools You Use: Slack, Asana, Google Workspace, QuickBooks

Why It Works

Most businesses have no process map.

This framework improves outcomes by forcing:

- core process identification (what matters)
- owner assignment (accountability)
- metric definition (measurability)
- step documentation (clarity)
- pain point addressing (improvement)

Great operational systems start with a map of what you do, who does it, and how you measure it.

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