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**Chat history**

**You said:** **Text

AI-generated content may be incorrect.**

I'm the director for a team of government performance auditors. My team recently got together to brainstorm a list of ways that we could use generative AI tools to help us with our audits. I need some help consolidating and organizing the list. Here's the list. For now, just read it, and then I'll give you additional instructions. 1 Interview Summaries 2 Using Kayvon’s idea of identifying nationwide risk outliers for Medicaid Program - Other states, GAO, HHS-OIG 3 Reports - Different versions, accessible to different audiences 4 Creating trainings - (e.g., podcast format) from prepared materials 5 Brainstorming ways to make training more interesting 6 Partner in team mtgs "What do you think, co-pilot?" 7 Edit emails/docs for outside parties for tone. 8 Generate outlines from PPF documents - and - Generate reports from outlines 9 WP review to ID potentially conflicting, incomplete, or inaccurate info 10 Building out draft feedback plans. 11 Automated Risk Landscape Analysis – to inform biannual audit plan and proposal identification 12 Interviews - Transcription with themes identified 13 Reports - If team struggling on a section, upload info & ask for summary. 14 Methodology nit-picker (overreliance on testimonial, conceptual gaps, etc.) 15 Brainstorming partner for subject matter (DEI, does this make sense, etc.) 16 Theme Analysis - Summarize scoping interview concerns/risks 17 Training development 18 Review aide - Help to identify what is highest risk & merits closer review (workpapers; QCR). 19 Staffing Schedule Automation 20 Qual Analysis/Summaries of multi-agency interview set 21 Summarize qualitative info from various interviews for fieldwork. 22 Survey Development - Help with wording; shorten the number of questions 23 Reviewing Complex Spreadsheets 24 Identify Gaps in our Identified Criteria - Missing laws? Other best practices? 25 Document Team Mtgs & Categorize Discussions in appropriate locations such as OneNote Pages 26 Summarize Stakeholder Concerns/Common Themes 27 Develop PFRs 28 Create JLARC presentations by feeding it the report and previous JLARC presentations 29 Create Audit Teams Based on Skills & Experiences 30 Live Behavior Analysis to help ask questions during difficult interviews 31 What could we focus on? Where is the juice worth the squeeze? (We have 3k hours for homelessness - where to focus?) 32 Developing training content 33 Brainstorming what should go in report background. 34 Brainstorming objectives based on audit proposal elements 35 Brainstorming where graphics could be helpful in a report 36 Other state research - ask it to summarize 37 Help develop Scoping memos 38 Editor - inclusive language 39 Coaching practice tool - audio/video 40 Editor – Ensure active voice; deductive structure 41 Brainstorm graphics, mock up 42 Create/Edit Audit Proposals 43 Finding Other Similar Audits 44 Finding Leading Practices 45 Writing statements of work for contracts 46 Aligning audit proposals with the expected format (e.g., the summary is 150 words & contains the audit’s value) 47 Plain talking report sections 48 Use AI to create podcasts for our audits

**ChatGPT said:**

I've read the list from the brainstorming session. What would you like to do next with it?

**You said:**

Are there any terms or acronyms that you need me to define for you?

**ChatGPT said:**

Some acronyms and terms in the list could use clarification. Could you confirm or define the following?

1. **PPF documents** (Item 8)
2. **WP review** (Item 9)
3. **Risk Landscape Analysis** (Item 11) – Is this a term specific to your team or audits, or is it more general?
4. **PFRs** (Item 27)
5. **JLARC** (Items 28 and 42)
6. **QCR** (Item 18)

Once clarified, I can proceed with organizing the list.

**You said:**

1. That was a typo. It should be PFR (preliminary findings and recommendations) 2. Workpaper review 3. This was a term the auditor came up with during the brainstorm. Essentially a process to take a look at other news stories, blog posts, journals, and other audits to identify risk areas that we should consider for our audits. 4. See #1 5. Joint Legislative Audit and Review Committee 6. Quality Control Review

**ChatGPT said:**

Updated saved memory

Thanks for clarifying! Now that I have the context, how would you like to proceed with consolidating and organizing the list? Would you like to group similar tasks together or prioritize them in some way?

**You said:**

I'd like you to group the items into categories (that you come up with), eliminate duplicates, prepare a 2-3 word title and a one sentence summary for each item, and cite the original number of each item you develop (so I can check your list against the original list). Before you begin, do you have any additional questions that will help you give me the best possible results?

**ChatGPT said:**

I have everything I need to get started. I'll focus on creating categories, eliminating duplicates, condensing the items into titles and summaries, and keeping the numbering for your reference. I'll provide a draft of this shortly.

Let me know if you'd like any adjustments along the way!

**You said:**

Thanks. Please proceed.

**ChatGPT said:**

Here is the reorganized and condensed version of the list based on your instructions. I've grouped similar tasks together, eliminated duplicates, and provided a title and summary for each. The original item numbers are in parentheses for reference.

**1. Interview Assistance**

* **Summarizing and Analyzing Interview Data:** Summarize key information from interviews and identify common themes. (1, 12, 20, 21)

**2. Reporting and Document Creation**

* **Creating and Editing Reports:** Generate outlines, summaries, and different report versions based on audience needs. (3, 8, 13)
* **Editing Documents:** Edit emails and other documents for tone, active voice, and inclusive language. (7, 38, 40)
* **Visual and Plain Language Support:** Assist with graphics, mockups, and plain talking sections in reports. (35, 41, 47)
* **Audit Proposals:** Help develop, align, and edit audit proposals to match the required format. (42, 46)

**3. Risk Analysis and Identifying Gaps**

* **Risk Landscape Analysis:** Automate the process of identifying risk areas through analysis of external sources like news and reports. (11)
* **Identifying Nationwide Risk Outliers:** Analyze data from other states and agencies to identify potential outliers in programs like Medicaid. (2)
* **Identifying Gaps in Audit Criteria:** Pinpoint missing laws or best practices in established criteria. (24)

**4. Workpaper and Quality Reviews**

* **Workpaper Review:** Review workpapers to identify conflicting, incomplete, or inaccurate information. (9)
* **Risk-Based Review Aide:** Prioritize the highest risk areas for closer review in workpapers and QCRs. (18)

**5. Feedback and Survey Development**

* **Draft Feedback Plans:** Build out structured feedback plans for audits. (10)
* **Survey Development:** Help with survey wording and reducing the number of questions. (22)

**6. Audit Team Support**

* **Meeting Documentation:** Document team meetings and categorize discussions in OneNote or other tools. (25)
* **Behavioral Analysis for Interviews:** Use live behavior analysis tools to support difficult interviews. (30)

**7. Report and Presentation Preparation**

* **Stakeholder Concerns:** Summarize common concerns or themes from stakeholders. (26)
* **JLARC Presentations:** Create presentations by compiling information from reports and past presentations. (28)

**8. Training Development and Support**

* **Training Content Creation:** Develop training content, including making it more interesting and accessible. (4, 5, 17, 32)
* **AI Co-Pilot for Team Meetings:** Use AI as a brainstorming partner or a "co-pilot" during meetings. (6)

**9. Brainstorming and Scoping**

* **Brainstorming for Report Development:** Brainstorm audit objectives, graphics, and background content for reports. (33, 34, 37)
* **Theme and Objective Analysis:** Analyze interview themes and scoping concerns to refine audit focus. (16, 31)

**10. Specialized Tools**

* **AI for Coaching Practice:** Create audio or video tools for coaching performance. (39)
* **Staffing Schedule Automation:** Automate staffing schedules to optimize team time. (19)

**11. Scoping, Proposals, and Statement Development**

* **Scoping Memos:** Help develop memos to scope audit work. (37)
* **Statements of Work:** Assist in writing statements of work for contracts. (45)

**12. Audit Team Formation**

* **Creating Audit Teams:** Form audit teams based on skills, experience, and other criteria. (29)

**13. AI-Generated Content**

* **AI-Generated Podcasts:** Use AI to create podcasts for audits and trainings. (4, 48)

**14. Research Assistance**

* **Research and Summarization:** Conduct research on other state audits and summarize findings. (36, 43, 44)

Let me know what you think of this structure and if you'd like any changes!

**You said:**

I'd like to try this again. This time, can you prepare a title/descriptive sentence for each of the 48 topics. Don't worry about combining duplicates or grouping them. Just number them 1 to 48, the same as I gave them to you.

**ChatGPT said:**

Here are the 48 topics with titles and descriptive sentences, following the original numbering:

1. **Interview Summaries:** Summarize interviews to extract key points and highlight relevant themes.
2. **Identifying Nationwide Risk Outliers for Medicaid Program:** Use external data sources to identify potential risk outliers in Medicaid programs across different states and agencies.
3. **Reports for Different Audiences:** Generate and customize different versions of reports to be accessible and appropriate for varied audiences.
4. **Creating Trainings from Prepared Materials:** Develop training materials, including podcasts, based on existing content to increase accessibility.
5. **Brainstorming Training Enhancements:** Explore creative ways to make training content more engaging and interactive for participants.
6. **AI Co-Pilot for Team Meetings:** Use AI to partner in team meetings and provide real-time suggestions or feedback.
7. **Editing Emails and Documents for Tone:** Ensure emails and documents for external parties are professional and appropriately toned.
8. **Generate Outlines and Reports from PFR Documents:** Automate the generation of outlines and reports based on preliminary findings and recommendations.
9. **Workpaper Review for Inaccuracies:** Review workpapers to identify potentially conflicting, incomplete, or inaccurate information.
10. **Building Draft Feedback Plans:** Create structured feedback plans to enhance audit processes and outcomes.
11. **Automated Risk Landscape Analysis:** Use AI to analyze external sources like news stories and audits to inform biannual audit plans and proposals.
12. **Interview Transcription with Themes Identified:** Transcribe interviews and automatically identify recurring themes for easier analysis.
13. **Summary Generator for Reports:** Use AI to summarize report sections when team members encounter difficulties.
14. **Methodology Nit-Picker:** Identify overreliance on testimonial evidence or conceptual gaps in the audit methodology.
15. **Subject Matter Brainstorming Partner:** Collaborate with AI to brainstorm subject matter relevance, including diversity, equity, and inclusion (DEI).
16. **Summarizing Scoping Interview Concerns:** Summarize concerns and risks raised during scoping interviews for clearer decision-making.
17. **Training Development Support:** Assist in the development of training programs to improve auditor skills and knowledge.
18. **Review Aide for Risk and QCR:** Help identify the highest-risk areas that require more in-depth review, particularly in workpapers and Quality Control Reviews.
19. **Automated Staffing Schedule:** Automate the creation and management of staffing schedules for more efficient resource allocation.
20. **Qualitative Analysis of Multi-Agency Interviews:** Summarize qualitative information from interviews across multiple agencies for comprehensive fieldwork analysis.
21. **Summarizing Interview Information for Fieldwork:** Condense insights from various interviews into actionable information for fieldwork planning.
22. **Survey Development and Wording Assistance:** Provide assistance with wording, simplifying, and reducing the number of survey questions.
23. **Reviewing Complex Spreadsheets:** Review and interpret complex spreadsheets, ensuring accuracy and relevance to the audit.
24. **Identifying Gaps in Audit Criteria:** Help auditors identify missing laws or best practices in established criteria for audits.
25. **Team Meeting Documentation and Categorization:** Document and categorize team meeting discussions, storing them in appropriate tools such as OneNote.
26. **Summarizing Stakeholder Concerns:** Summarize stakeholder concerns and common themes to support audit planning and engagement.
27. **Developing Preliminary Findings and Recommendations (PFRs):** Assist in drafting preliminary findings and recommendations for audits.
28. **Creating JLARC Presentations:** Generate Joint Legislative Audit and Review Committee (JLARC) presentations by compiling past presentations and current reports.
29. **Creating Audit Teams Based on Skills:** Use AI to form audit teams by evaluating skills, experiences, and competencies.
30. **Live Behavior Analysis for Interviews:** Implement live behavior analysis to assist auditors in asking the right questions during challenging interviews.
31. **Focusing Audit Resources:** Help determine the most impactful focus areas for audits, ensuring resources are directed where they provide the most value.
32. **Developing Training Content:** Assist in developing new training content tailored to the team's needs.
33. **Brainstorming Report Background Content:** Brainstorm ideas and topics that should be included in the background sections of reports.
34. **Brainstorming Objectives from Audit Proposals:** Generate audit objectives based on elements outlined in audit proposals.
35. **Brainstorming Graphics for Reports:** Suggest where graphics or visual aids could enhance the clarity and impact of audit reports.
36. **Summarizing Other State Research:** Review and summarize research conducted by other states to inform audit strategies and findings.
37. **Developing Scoping Memos:** Assist in drafting scoping memos that guide the scope and focus of audits.
38. **Editor for Inclusive Language:** Review audit documents to ensure the use of inclusive language and non-discriminatory terms.
39. **Coaching Practice Tool for Auditors:** Develop audio or video tools to coach auditors on interviewing techniques and audit procedures.
40. **Editor for Active Voice and Structure:** Ensure that audit reports and documents use active voice and follow a clear, deductive structure.
41. **Brainstorming Graphics and Mockups:** Help create visual mockups and graphics to illustrate audit findings more effectively.
42. **Creating and Editing Audit Proposals:** Assist in creating and refining audit proposals to align with office standards and objectives.
43. **Finding Similar Audits:** Search for other audits with similar topics or objectives to compare methodologies and findings.
44. **Identifying Leading Practices:** Research and identify leading practices from other audits or industries that can be applied to your audit.
45. **Writing Statements of Work for Contracts:** Draft statements of work for audit-related contracts and agreements.
46. **Aligning Audit Proposals with Expected Format:** Ensure audit proposals conform to standard formats, including word limits and key sections.
47. **Plain Language in Report Sections:** Rewrite audit report sections in plain, accessible language to improve clarity for general audiences.
48. **AI-Generated Podcasts for Audits:** Create podcasts from audit content to provide an alternative format for presenting audit findings.

Let me know if you'd like further adjustments or changes!

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ChatGPT can make mistakes. Check important info.