Learning Materials: Prompt Framework Use Case – CFO

Chief Financial Officer (CFO): Use Cases & Frameworks

CFOs are responsible for planning, directing and safeguarding a company's financial health. The table below links common finance tasks with effective prompting frameworks, explains the rationale, warns of pitfalls and offers example prompts.

Use case	Best-fit frameworks	Why these work	Failure modes	Prompt sample
Financial planning & analysis (FP&A)	DEPTH, P.R.O.M.P.T., RISE	DEPTH incorporates multiple roles (CFO, FP&A analyst, business unit leaders) and metrics; P.R.O.M.P.T. defines outputs and parameters; RISE structures planning steps	Poor assumptions, lack of stakeholder alignment, model errors	**DEPTH:** Define perspectives: CFO, FP&A analyst, department heads. Metrics: forecast accuracy ±5%, EBITDA growth 15%. Context: preparing FY2026 budget. Tasks: collect historical data, model scenarios, gather assumptions, build P&L forecast. Human feedback: iterate with leadership until accuracy threshold met.
Budget creation & management	P.R.O.M.P.T., RISE, SMART, RACE	P.R.O.M.P.T. defines deliverables and metrics; RISE structures the process; SMART anchors goals;	Over- or under-funding, missing compliance, unrealistic targets	**P.R.O.M.P.T.:** Purpose: develop the FY budget. Role: CFO. Output: spreadsheet with

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		RACE enforces constraints (e.g., GAAP compliance)		department budgets, assumptions and ROI. Metrics: maintain SG&A under 30% of revenue. Parameters: within 5% variance vs. last year. Tone: concise.
Cash flow & treasury management	P.R.O.M.P.T., APE, COAST	P.R.O.M.P.T. structures reports; APE enables rapid adjustments; COAST defines scope and tests for liquidity scenarios	Cash shortages, excess idle cash, timing mismatches	**APE:** Aim: maintain at least 6 months of runway. Plan: project cash inflows/outflows weekly, reduce discretionary spend, secure line of credit. Execute: start by building a 12-week cash forecast using RTF for table formatting.
Financial reporting & compliance	RTF, RACE, ERA, ROSES	RTF formats tables (income statement, balance sheet); RACE ensures compliance (GAAP, SEC); ERA explains variances; ROSES adds examples and safeguards	Misreporting, non-compliance, unclear commentary	**RTF:** Role: controller. Task: produce a Q2 financial report. Format: table with revenue, costs, gross margin, operating expenses, net income; footnotes

				explaining major variances.
Risk management	ERA, DEPTH, COAST	ERA analyzes and explains risks; DEPTH brings cross-functional perspectives (finance, legal, ops); COAST scopes risk assessments and defines test scenarios	Ignoring major risks, over-reliance on past data, no mitigation plans	**ERA:** Explain: identify top 5 financial risks (e.g., currency, credit, operational). Reason: assess likelihood and impact, referencing historical data. Answer: recommend mitigation strategies and monitoring metrics.
Strategic finance & capital structure	RISE, DEPTH, P.R.O.M.P.T.	RISE structures evaluations; DEPTH brings C-suite perspectives and metrics; P.R.O.M.P.T. defines deliverables (e.g., capital plan, ROI projections)	Misaligned capital allocation, ignoring cost of capital, short-term focus	**RISE:** Role: CFO. Input: evaluate debt vs. equity financing for expansion. Steps: model cost of capital, analyze cash flow impact, compare options, recommend approach. Expectations: report with NPV, IRR, payback and risk discussion.

Tip: When tackling complex financial tasks, pair **DEPTH** for cross-functional collaboration with **P.R.O.M.P.T.** for clear deliverables and **RACE** or **ROSES** to enforce compliance.