

Top ChatGPT prompts for IT teams

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Cloud and Vendor Evaluation

ChatGPT can help compare cloud services , IT vendors, and emerging technology solutions to guide strategic decision making. Use in-depth research and web searches to gain deeper insights in real time.

Use cases	Prompt
Compare cloud providers	Compare AWS, Azure, and GCP for our use case: [insert workload or environment]. Consider cost, uptime, global availability, and ease of integration. Research using 2025 data and present a vendor-by-vendor comparison table with a recommendation at the end.
Create a supplier comparison chart	Research and compare enterprise remote access vendors. Focus on features, pricing, integrations, and support quality. Use 2025 data and summarize your findings in a comparison table with notes.
Comparing AI Observation Tools	I am an IT Manager at [add company]. I am evaluating observability platforms. Research current offerings, pricing, supported environments, and key differentiators in 2025. Extract and summarize the details in a comparison table with recommendations for a mid-sized engineering organization.
Investigating zero trust frameworks	I am a Security Architect researching zero trust adoption. Research leading frameworks (e.g., NIST 800-207) and recent updates on best practices for 2024–2025. Include real-world implementation case studies where possible. Provide a comparison summary and executive summary.

IT Security and Compliance

ChatGPT guides you through researching and documenting compliance requirements, assessing access rights, and assessing security posture.

Use cases	Prompt
Review of global data retention laws	I am the IT Security Lead, planning the global data storage architecture. Researching 2025 data storage requirements across EU, US, APAC and LATAM. Including regulatory constraints and preferred cloud regions. Citing official documents and summarizing findings in a table grouped by region.
Analysis of remote access tools	As an IT Service Delivery Lead, I need a secure, scalable remote access tool for our hybrid team. Compare current vendors (e.g., BeyondTrust, TeamViewer Tensor, Chrome Remote Desktop) for business use in 2025. Focus on SSO support, encryption, session logging, and pricing. Provide a security-focused summary with links to key resources.
Create a compliance checklist	Based on the SOC 2 guidance, create a checklist of specific IT controls to review for the upcoming internal audit. Use this existing audit preparation document as a foundation. Organize the checklist by area (e.g., access, change management, incident response).
Access control authentication	Review this user, role, and system access matrix. Check that each user's access level complies with our least privilege policy. Identify any potential overprovisioning and provide a table of users whose permissions should be scaled back.
Assessing API Security Posture	Review this API schema and a sample set of traffic logs. Identify common API security issues such as poor or missing input validation. Provide a detailed list of findings with recommendations for fixes.

IT Asset Management and Operations

ChatGPT supports operational planning, asset lifecycle policies, integration processes, and IT request prioritization.

Use cases	Prompt
Prepare an IT user manual checklist	Create a checklist to guide new employees from an IT perspective. Include key steps for account provisioning, security training, and hardware setup. Use our existing process outline and present a checklist organized by day or week.
Create a hardware lifecycle policy	Develop a draft policy for managing the lifecycle of your company's laptops and desktops. Refer to this spreadsheet for current device lifespans and replacement costs. Write a formal document with guidelines for replacement timing, support times, and environmental considerations.
Draft asset inventory policy	Write a formal policy for maintaining and auditing an IT asset inventory. Use this list of tools, departments, and stakeholders as a starting point. Include the purpose, responsibilities, and reconciliation process for the inventory.
Help prioritize IT tickets	Review this list of open IT support tickets. Use this priority ranking based on impact, urgency, and Service Level Agreement (SLA). Rearrange the tickets accordingly and present the list as a prioritized backlog with a brief rationale for each ranking.
Hardware Lifecycle Risk Monitoring	Use this device inventory file, including purchase date, model, and operating system version. Mark assets that are past their end of life or nearing the end of maintenance. Create a checklist of at-risk devices and include a summary for IT leadership.

IT Incident Management and Communications

ChatGPT supports the drafting of communication plans, incident reporting, and disaster recovery for IT services.

Use cases	Prompt
Drafting of autopsy report	Summarize a recent [insert system or service] outage. Include the root cause, timeline of the event, user impact, and actions taken. Use information from incident tickets or strategy room notes, and format the summary as a shareable internal post-incident report.
Create a draft DR manual	Create a draft disaster recovery playbook for a critical manufacturing service. Use this system diagram and our recovery objectives (RTO, RPO). Organize the playbook into steps to take before, during, and after a service outage.
Write internal communications for downtime	Write a professional internal message announcing an expected downtime for [insert system or tool]. Include the time, affected users, impact to business, and contact person for questions. Write the message in an informative tone for the IT team.
Translate error logs into understandable language	Please help translate these system error logs into language that is understandable to even non-technical people. Use definitions where necessary and summarize the meaning of each log entry in a few clear sentences. Present the explanation as an email draft.
Assessing SaaS Tool Redundancy	Review our current list of SaaS tools used by IT, engineering, and operations. Use the attached spreadsheet to map out cost, team usage, and tool functionality. Identify duplicate tools and recommend 3–5 candidates for consolidation, explaining the rationale for each tool in a brief summary report.

IT monitoring and optimization

CharGPT analyzes logs, uptime, and system performance to suggest improvements and forecast trends.

Use cases	Prompt
Summary of system health trends	Analyzes the last 30 days of system health logs. Focuses on CPU/memory spikes, service failures, and recurring error codes. Provides a brief summary of the main issues and adds brief commentary on possible causes or necessary follow-up.
Proposed improvements to system monitoring	Review our monitoring setup for [insert system] based on current configuration and recent alert history. Identify 2-3 areas for improvement, such as gaps in alert coverage, noise reduction, or metric adjustments. Present recommendations in a brief internal memo.
Analyze service uptime and failure frequency	Review this CSV file with daily uptime percentages and incident logs for [insert service] over the past quarter. Identify outage patterns, incident frequency by severity, and calculate total uptime. Summarize findings and recommend improvement actions in a concise report.

Check user access logs for abnormalities	Analyze this user access log. Identify users or IP addresses with unusual access frequencies, after-hours logins, or failed accesses. Highlight suspicious patterns and summarize the results in a security assessment format.
Forecasting the volume of IT support requests	Analyze weekly support ticket volume over the past 12 months. Identify seasonal trends and forecast volumes for the next quarter. Visualize trends and provide insights for capacity planning.

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