

Prompt Design and Iteration

Define the task, write the prompt, and record one controlled revision. Complete one copy per reusable prompt.

Project or record

Owner

Date

Goal and intended user

What should the assistant produce, for whom, and to support which decision?

Context and approved sources

List the background, source files, dates, and permission to use the material.

Constraints and boundaries

Specify scope, privacy, tone, length, exclusions, and actions requiring human approval.

Required output format

Describe the structure, fields, length, and an example of the desired output.

Quality and evidence checks

Define how facts, calculations, citations, and missing information will be checked.

Draft prompt

Combine the fields above into a complete instruction. Tell AI to flag uncertainty.

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Prompt version and tool

Record version ID, AI tool/model, run date, and the input or test case.

First output and observed problem

Paste an excerpt or link to the output. Name the specific issue to correct.

Revised prompt

Change one instruction or example and record the new prompt in full.

Retest result

Use a fresh example. Compare accuracy, usefulness, and review effort.

Human review and final decision

Record reviewer, evidence checked, approved use, limitations, and next review date.