

PEOPLE
PROMPTS
PRODUCTIVITY
POSSIBILITIES

A MORE
CAPABLE
TOMORROW

EXECUTIVE
PROMPTS
FOR A BRIGHTER
TOMORROW

HIGHER CLARITY
BOLDER ACTION
REAL RESULTS



LOGAN SIVANASEN
TURN PROMPTS
INTO PROGRESS




12
Prompt Chains
FRAME. THINK. EXECUTE.


24
Worked Examples
REAL-WORLD APPLICATIONS.


457
Pages
A COMPLETE
EXECUTIVE RESOURCE.

— LOGAN SIVANASEN —

FROM ASSISTANCE TO EXECUTION
TURN PROMPTS INTO PROGRESS


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From Using AI to Managing AI Work

The management problem has changed. AI is no longer only a tool people consult. It is becoming execution capacity embedded inside everyday work.

USING AI MANAGING AI WORK



Output is not the operating unit

Useful AI work begins with a defined business outcome, the right inputs, explicit authority, and a verification method suited to the consequence of error.

Speed does not remove ownership

As execution becomes faster and less visible, leaders need clearer handoffs, escalation routes, audit evidence, and named accountability.

Better prompts are part of better work design

A prompt should encode the work clearly enough to produce repeatable, verifiable value without becoming an operating manual in disguise.

Human advantage shifts upward

The scarce capabilities become framing, judgment, context, trust, ethics, integration, learning, and accountability.

EDITION THESIS

Move from asking what AI can produce to deciding what work the enterprise is prepared to delegate, verify and own.

From Assistance to Execution

Five operating shifts define this edition. Each one moves attention away from isolated model output and toward the design of reliable work.

Prompting → Work Design

Automation → Delegation

Output → Verification

Usage → Value

Human Effort → Human Advantage

Design the work before scaling the tool

Clarify the intended outcome, workflow sequence, handoffs, control points and evidence requirements before adding automation depth. Define clear ownership, decision boundaries, verification rules and escalation paths at each stage so automation strengthens the operating model rather than scaling ambiguity.

Verification follows consequence

Confidence is not assurance. A convincing output is not the same as a verified one. The level of checking should rise with the consequence of error, from basic consistency checks for low-risk work to source validation, independent review and accountable human approval where the cost of being wrong is high.

How to Use the Playbook

Start with the work, not the tool. Use the Playbook in the way your problem requires.

01

LOOK UP

Find a prompt when the business task is already clear.

- Choose a category or retrieval index.
- Check L-level, V-level and tool requirement.
- Prepare the required inputs before execution.
- Use the final page reference to reach the prompt.

02

BUILD

Use prompts as components of a stronger workflow.

- Start with the defined outcome.
- Link prompts only where staged work improves quality.
- Make handoffs and stop conditions explicit.
- Use the 12 prompt chains as reference architectures.

03

OPERATE

Turn repeatable AI work into a managed capability.

- Define authority and human ownership.
- Choose verification by consequence.
- Track exceptions, overrides and quality drift.
- Redesign or retire workflows that stop creating value.

Workflow



Legend

L = complexity

V = verification required

Tool Requirement = access needed

Chain / Source = standalone or staged workflow

Prompt Engineering Standard-1.1 at a Glance

Minimum instruction. Maximum useful signal. A production prompt should define the work, evidence, decision logic and verification without unnecessary scaffolding.

1 · Outcome Define the work result.	2 · Context Supply only context required for correct execution.	3 · Inputs Separate required from optional material.
4 · Evidence Rules State what must be supported and by what source class.	5 · Constraints Define boundaries, exclusions and operating limits.	6 · Decision Criteria Specify the logic used to evaluate options or claims.
7 · Output Contract Make the deliverable explicit and usable.	8 · Failure Behaviour State what happens when evidence or confidence is insufficient.	9 · Verification Match assurance to the consequence of error.
Level 2 · Precision Structured, bounded work. One page maximum.	Level 3 · Structured Advanced reasoning or multi-part work. One page by default.	Level 4 · Workflow / Agentic Complex workflow, delegation or agentic design. One to two pages by default.

VERIFICATION RULE Higher AI capability does not justify lower verification. Verification should reflect consequence of error, not confidence of machine.

Categories, Indices and Prompt Chains

Enter through the category when you know the domain. Enter through an index when you know the outcome, complexity or tool constraint.

AI Tools & Workflows25–88	Business & Productivity89–166
Marketing & Sales167–256	Content Creation257–323
Social Media324–379	Personal Growth380–428

Four retrieval paths

By Category
429 - 433 · publication order

By Business Outcome
434 - 438 · find the work result

By Complexity
439 - 443 · L2 / L3 / L4

By Tool Requirement
444 - 451 · ten controlled tool classes

Prompt Chain Quick Reference Pages 452- 454 contain all 12 locked chains with final prompt-stage page references.	Methodology, QA & Release Pages 455-457 document the Prompt Engineering Standard, source control, worked-example standards and responsible-use guidance.
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Entering Q4 2026: The operating model is now the constraint

AI capability is moving faster than the systems organisations use to redesign work, assign authority, verify outcomes and govern execution. The competitive question for Q4 is no longer who has access to AI. It is who can turn machine capability into controlled operating capacity.

● RESEARCH CUT-OFF · 31 AUGUST 2026 · ENTERING-QUARTER EVIDENCE

1 in 4

AI users say leadership is clearly and consistently aligned on AI.

[Microsoft Work Trend Index · May 2026](#)

5%

of organisations say their business processes are highly prepared for AI agents.

[Deloitte agentic readiness survey · Aug 2026](#)

77%

of surveyed organisations say AI adoption is outpacing current governance capability.

[IBM Tech Leader Study · Jun 2026](#)

2 Aug

AI Act enforcement and new transparency requirements began in the EU.

[European Commission · Jul/Aug 2026](#)

SIGNAL 01 · WORK REDESIGN

Adoption is colliding with legacy management systems

Microsoft reports that 65% of AI users fear falling behind if they do not adapt quickly, while 45% say it feels safer to focus on current goals than redesign work with AI. The friction is organisational, not simply technical.

SIGNAL 02 · AGENT READINESS

Ambition is running ahead of process preparedness

Deloitte finds only 15% of organisations have scaled orchestrated, cross-functional multi-agent adoption. The next constraint is process architecture: handoffs, exceptions, ownership and controls.

SIGNAL 03 · CONTROL ARCHITECTURE

Governance is becoming an enterprise product layer

Microsoft Agent 365 and ServiceNow AI Control Tower now centre visibility, permissions, identity, security, lifecycle and policy around agents and the tools they use. Control is moving closer to execution.

SIGNAL 04 · REGULATION

AI governance has moved from preparation to enforcement

From 2 August 2026, EU AI Act enforcement began for applicable provisions, including transparency requirements. Leaders now need evidence, disclosure and control practices that survive operating reality, not policy decks.

Q4 THESIS

As AI moves from assistance to execution, management quality becomes the multiplier. Scale the work only when authority, proof, ownership and stop conditions are explicit.

Scale only what you can control

Q4 should be a quarter of operating discipline. The objective is not more agent deployment. It is better allocation of work, clearer authority, stronger verification and measurable business value.

01	Map machine execution	Inventory agents, automations, connectors, MCP servers, vendor workflows and decision systems against the business outcome they affect. Assign a named human owner and record where the system can act.	LEADERSHIP TEST Can you see every machine system performing consequential work?
02	Bound delegated authority	Define what the machine may retrieve, recommend, decide, transact or escalate. Control tool access and permissions at the action level. Human oversight should rise with consequence, not with model confidence.	LEADERSHIP TEST Can the system do anything you have not deliberately authorised?
03	Redesign before scaling	Do not bolt agents onto brittle workflows. Simplify the process, stabilise inputs, define handoffs and remove avoidable exception paths first. Agent readiness is a workflow-design problem before it becomes a deployment problem.	LEADERSHIP TEST Would this process still make sense if a machine executed half of it?
04	Put verification inside execution	Define evidence requirements, output tests, evaluation routines, exception triggers and stop conditions before production use. Verification must be part of the workflow, not a manual audit added after failure.	LEADERSHIP TEST What proof is required before machine output becomes business work?
05	Run AI as a managed portfolio	Track outcome value, operating cost, incident load, human intervention, model and vendor dependencies, portability and control strength. Retire or redesign systems that consume governance capacity without durable business return.	LEADERSHIP TEST Which AI systems would you stop, switch or redesign today if value fell?

WORK Outcome and task allocation	AUTHORITY Permissions and decision rights	PROOF Evidence, evals and verification	OWNERSHIP Accountability and escalation	LEARNING Telemetry, review and redesign
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PRIMARY EVIDENCE · ACCESSED 31 AUGUST 2026

Microsoft · 2026 Work Trend Index · 5 May 2026	Deloitte · Agentic AI readiness survey · 12 Aug 2026
IBM · 2026 Tech Leader Study · 8 Jun 2026	European Commission · AI Act enforcement · 31 Jul 2026
ServiceNow · AI Control Tower expansion · 5 May 2026	Microsoft Learn · Governing agent tools · updated 19 Aug 2026

Evidence status: VERIFIED entering-quarter brief. This page summarises evidence available before Q4 begins and does not claim retrospective Q4 outcomes.

From Assistance to Execution

THE OPERATING SHIFT

AI value changes when the machine moves from helping a person complete a task to performing bounded work inside an operating system.

Assist

Human performs and owns the work. AI supports with ideas, retrieval, summarisation, drafting or analysis, but the human remains responsible for shaping, checking and completing the result.

Support

AI handles clearly bounded components of the work, such as research, classification, drafting or analysis. The human integrates those components, resolves ambiguity and remains responsible for the final output.

Execute

AI performs a defined workflow step within explicit rules, permissions and quality controls. Inputs, decision boundaries, verification requirements and escalation conditions are established before execution.

Operate

Machine execution becomes repeatable operating capacity rather than occasional assistance. Ownership, telemetry, exception handling, review cadence and continuous improvement are built into the workflow so performance remains visible and governable.

The management test

WORK

What outcome is the machine helping produce?

AUTHORITY

What is the machine permitted to decide or do?

PROOF

What evidence establishes acceptable quality?

OWNERSHIP

Who remains accountable for the business consequence?

LEARNING

How does performance change the next cycle?

OPERATING RULE

The more work moves from assistance to execution, the more explicit authority, verification, ownership and review must become.

AI Work Design

REDESIGN THE WORK BEFORE AUTOMATING IT

Good AI deployment starts with the outcome and the workflow. Tool selection comes after the work is decomposed, allocated and controlled.

1

Outcome

Define the result and quality standard.

2

Map

Break the work into meaningful activities and decisions.

3

Allocate

Assign human, AI or shared ownership by activity.

4

Handoffs

Specify inputs, outputs and exception routes.

5

Control

Add evidence, verification, authority and stop rules.

6

Measure

Track outcome, flow, quality, risk and learning.

Broken vs redesigned

Broken workflow

Automate the current sequence

Tool-first

Hidden handoffs

Speed as the main measure

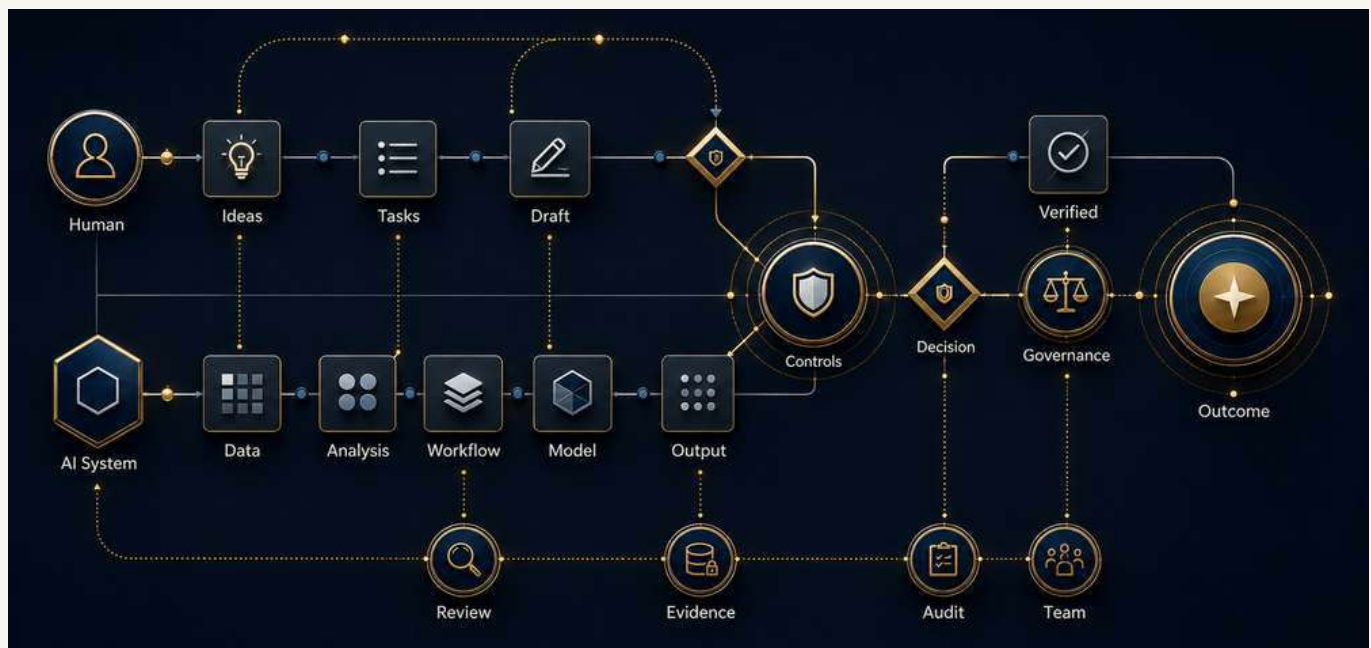
Redesigned workflow

Start from the outcome

Work-first

Explicit handoffs and controls

Value, quality and risk measured together



OPERATING RULE

Do not automate a workflow whose objective, handoffs, authority or quality standard remains ambiguous.

AI Work Allocation Matrix

FRAMEWORK 1

Allocate work at the activity level. The right AI role depends on both the consequence of error and the need for human judgment.

LOW CONSEQUENCE · LOW
JUDGMENT

Delegate

Routine, reversible
work with clear rules
and easy verification.

LOW CONSEQUENCE · HIGH
JUDGMENT

Assist

Use AI for options,
critique or preparation
while the person owns
the judgment.

HIGH CONSEQUENCE · LOW
JUDGMENT

Automate with controls

Execution is possible
only with strong
evidence, monitoring
and exception
handling.

HIGH CONSEQUENCE · HIGH
JUDGMENT

Human-owned

AI supports research
or challenge. Decision
authority remains
accountable and
human.

Allocation rules

TASK LEVEL

Classify activities, not job titles.

CONSEQUENCE

Use downside if wrong, not
confidence in the model.

JUDGMENT

Protect work requiring context,
ethics, trust or accountable
interpretation.

VERIFICATION

Raise assurance as
consequence rises.

REVISIT

Reallocate when capability,
evidence or risk changes.

OPERATING RULE

Higher AI capability does not automatically move work toward greater delegation.

Delegation Contract

FRAMEWORK 2

Every material AI workflow needs an explicit contract defining what the machine is asked to do, what it is allowed to do and where human authority begins.

01

Outcome

02

Scope

03

Inputs

04

Authority

05

Constraints

06

Evidence

07

Verification

08

Escalation

09

Stop conditions

10

Human owner

Retrieve

Draft

Recommend

Route

Execute

Transact

Escalate

Authority is not capability

CAPABILITY

What the system is technically able to do.

PERMISSION

What the organisation authorises it to do.

BOUNDARY

Where the machine must stop, ask or escalate.

ACCOUNTABILITY

Who owns the consequence after delegation.

OPERATING RULE

Machines execute what the organisation authorises. Capability never grants authority by itself.

Context Stack

FRAMEWORK 3

Reliable execution depends on giving the model the right context at the right time without flooding the task with stale, irrelevant or contradictory material.

1 Objective What result is required and for whom?

2 Stable rules Policies, definitions, brand rules, decision standards.

3 Task context The current problem, workflow state and constraints.

4 Evidence Files, data, sources and facts needed for this task.

5 Dynamic state Current status, recent changes, live system information.

6 Just-in-time context Only the additional context required at the next step.

Three context classes

STABLE

Changes slowly. Version and govern centrally.

DYNAMIC

Changes with the work. Refresh before execution.

JUST-IN-TIME

Retrieved only when a step requires it.

OPERATING RULE

Context quality is not context volume. Every element should have a clear job in the current task.

Verification Ladder

FRAMEWORK 4

Verification should reflect the consequence of error, not confidence of the machine. Assurance rises as the work becomes harder to reverse or more consequential.

V₀	None	Low-stakes exploratory use where no external claim or decision depends on the output.
V₁	Internal consistency	Check logic, completeness, arithmetic and alignment with supplied material.
V₂	Source verification	Verify material claims against authoritative evidence or systems of record.
V₃	Independent validation	Use an independent method, dataset, expert challenge or second control path.
V₄	Accountable human approval	A qualified person reviews evidence, risk and decision before release or action.

Escalate verification when

CONSEQUENCE

Error affects customers, money, safety, compliance or reputation.

IRREVERSIBILITY

A decision is difficult or costly to undo.

OPACITY

The reasoning or source path is hard to inspect.

NOVELTY

The task has weak precedent or sparse evidence.

AUTHORITY

The machine acts rather than merely advises.

OPERATING RULE

Higher AI capability does not justify lower verification.

Judgment Threshold

FRAMEWORK 5

The judgment threshold marks the point where AI support must stop short of replacing the human interpretation, responsibility or relationship judgment the work requires.

Below threshold

AI may retrieve, structure, compare, calculate, draft or challenge within explicit boundaries.

Approaching threshold

Human frames the decision first. AI provides critique, alternatives and evidence checks.

At threshold

The person interprets evidence, weighs trade-offs and owns the recommendation.

Beyond threshold

Specialist, executive or accountable approval is required before action.

Raise the threshold when work involves

ACCOUNTABILITY

A named person is expected to explain and defend the decision.

TRUST

The outcome depends on relationships, negotiation or authenticity.

ETHICS

Values or competing stakeholder obligations require judgment.

AMBIGUITY

Evidence is incomplete, conflicting or structurally uncertain.

CAPABILITY

Delegation would remove practice needed to preserve human expertise.

OPERATING RULE

Do not delegate the judgment you are still expected to own.

AI Value Equation

FRAMEWORK 6

AI value is the net business outcome after execution gains are offset by control, failure, coordination and trust costs.

$$\text{Net AI Value} = \text{Outcome Gain} + \text{Capacity Gain} - \text{Control Cost} - \text{Failure Cost} - \text{Coordination Cost} - \text{Trust Cost}$$

VALUE CREATED

Outcome gain

Revenue, quality, decision or customer improvement.

Capacity gain

Time, throughput, cycle-time or resource leverage.

VALUE CONSUMED

Control cost

Verification, governance, monitoring and review.

Failure cost

Errors, rework, incidents and downstream correction.

Coordination cost

Handoffs, exceptions, orchestration and human intervention.

Trust cost

Customer, employee, brand or regulatory confidence lost through poor use.

BASELINE

Measure the current process before attributing value to AI. Capture cost, cycle time, quality, capacity and failure rates.

QUANTIFY GAINS

Separate outcome improvement from capacity improvement. Do not treat time saved as business value unless the released capacity produces a measurable benefit.

EXPOSE FULL COST

Include verification, governance, human intervention, rework, incidents, coordination and trust effects rather than implementation cost alone.

REVIEW NET VALUE

Recalculate the equation as usage scales. Redesign, constrain or retire AI systems when control and failure costs begin to outweigh durable gains.

OPERATING RULE

Do not treat every term as equally measurable. Use the best available evidence, expose assumptions and keep unresolved costs visible.

Machine Management Operating System

FRAMEWORK 7

Once machines become recurring execution capacity, AI management becomes part of enterprise management.

Work Mapping

Identify which tasks machines execute, own or support. Map the outcome, dependency and exception load.

Delegation Design

Define authority, boundaries and human handoff rules. Match permission to consequence.

Verification Loops

Build quality checks, exception triggers and override protocols. Make proof part of execution.

Accountability Governance

Assign ownership, audit requirements and escalation paths. Keep responsibility visible.

Continuous Improvement

Capture learning, redesign work and encode better routines. Retire controls or automations that no longer add value.

Application

Daily

Exceptions, incidents, customer-impact alerts

Weekly

Workflow performance, overrides, escalation trends

Monthly

Risk review, process redesign, model and vendor performance

Quarterly

Portfolio review, investment decisions, governance maturity

OPERATING RULE

More agents require more visibility, ownership, guardrails, telemetry and review cadence.

Human Advantage Model

FRAMEWORK 8

AI should change where people spend effort without eroding the human capabilities required to frame, verify, interpret and own consequential work.

Framing

Define the real problem and outcome.

Judgment

Weigh trade-offs under ambiguity.

Context

Interpret tacit, organisational and market meaning.

Trust

Build relationships and act with authenticity.

Ethics

Resolve competing obligations and values.

Integration

Connect evidence, functions and consequences.

Learning

Build transferable understanding and skill.

Accountability

Own the decision and explain the result.

Preservation rule

DELEGATE PRODUCTION

Where speed or scale matters and verification is strong.

RETAIN PRACTICE

Where the skill is needed for error detection or fallback.

HUMAN FIRST

Where AI exposure would anchor or steer independent judgment.

TEST CAPABILITY

Measure unaided retrieval, transfer and execution periodically.

OPERATING RULE

The goal is not to preserve every task. Preserve the capabilities needed to direct, challenge and own the work system.

Five Management Questions

EXECUTIVE OPERATING REVIEW

Use five questions to expose whether machine-enabled work is visible, bounded, verified, owned and improving.

01

What work is the machine performing?

Name the activity, outcome and system. Hidden execution is already a management gap.

02

What authority has been delegated?

State what the machine may retrieve, recommend, route, execute or transact.

03

How is quality verified?

Match the verification method to consequence and define what blocks progression.

04

Who owns the outcome?

Assign a business owner who remains accountable after AI assistance or execution.

05

What changes when performance drifts?

Define escalation, stop conditions, redesign ownership and the next review.

Application

REVIEW ONE SYSTEM

Apply the five questions to one AI-enabled workflow, agent or recurring use case at a time. Avoid reviewing “AI” as a single enterprise category.

REQUIRE EVIDENCE

Each answer should point to an owner, workflow record, permission, control, metric or review mechanism. Narrative confidence is not enough.

EXPPOSE UNKNOWNNS

Treat any unanswered question as an operating gap. Assign an owner, corrective action and review date rather than leaving the uncertainty implicit.

ESCALATE MATERIAL GAPS

Pause or constrain consequential execution when delegated authority, verification or outcome ownership cannot be demonstrated.

REPEAT THE REVIEW

Revisit the five questions when scope, models, tools, permissions, vendors or performance change. Management controls should evolve with the work.

OPERATING RULE

If any answer is unknown for consequential machine work, the operating model is incomplete.

From Framework to Prompt Engine

THE HANDOFF INTO EXECUTION

12

V2 FRAMEWORK

Frameworks define how work should be allocated, bounded and verified. The Prompt Engine turns those management principles into reusable instructions for real work.

ALLOCATE	AI Work Allocation Matrix	Decide the machine role.
BOUND	Delegation Contract + Judgment Threshold	Set authority and human ownership.
CONTEXTUALISE	Context Stack	Supply the right information at the right time.
VERIFY	Verification Ladder	Match assurance to consequence.
VALUE	AI Value Equation	Measure net business contribution.
OPERATE	Machine Management OS + Human Advantage Model	Manage execution while preserving capability.
EXECUTE	Prompt Engine	Use structured prompts, chains and workflows to perform the work.

Reader handoff

LOOK UP
Use the retrieval indexes to find a prompt by category, outcome, complexity or tool requirement.

BUILD
Complete inputs and variables before running the prompt.

OPERATE
Use chain, verification and ownership controls when work repeats or becomes consequential.

**OPERATING
RULE**

The Prompt Engine is the execution layer. It does not replace the management logic that determines whether the work should be delegated.

How to Read a Prompt Card

Every card is designed as an operating instruction, not a clever request. Read the structure before you run the prompt.

PROMPT ID

CATEGORY · SUBCATEGORY

Prompt title

COMPLEXITY
L2 / L3 / L4

VERIFICATION
V1 / V2 / V3 / V4

BUSINESS
OUTCOME
What improves

TOOL
REQUIREMENT
What access is needed

CHAIN / SOURCE
Shows whether the prompt is standalone or part of a named prompt chain and stage

USE CASE
The business situation this prompt is designed to address.

INPUTS
Required information first. Optional material is separated so the reader knows what is essential.

PROMPT
The reusable instruction. Variables appear as [UPPERCASE_SNAKE_CASE].

EXPECTED OUTPUT
The structure and decision value the response should produce.

Start with the metadata.
It tells you how complex the work is, how much assurance it requires and what access is assumed.

Prepare the evidence before prompting.
A strong instruction cannot compensate for missing or weak inputs.

Treat verification as part of the prompt.
Verification is not an optional activity added after the output looks convincing.

Human ownership remains visible.
Higher-consequence outputs require stronger accountable review.

A prompt card is complete only when the reader knows what to supply, what the machine should do, what output is expected and how the result earns use.

OUTPUT RULE
Expected Output describes what the response should contain. Verify determines whether the response has earned the right to be used.

VERIFY / ADVANCED MOVE
Every card closes with either a verification action or the next useful operating move.

Complexity × Verification

Complexity describes the structure of the work. Verification describes the assurance the output requires. They are related, but they are not the same thing.

	V1 INTERNAL CONSISTENCY	V2 SOURCE VERIFICATION	V3 INDEPENDENT VALIDATION	V4 HUMAN APPROVAL
L2 Structured	L2 × V1 Defined work with bounded evidence and low consequence.	L2 × V2 Structured task where externally verifiable claims matter.	L2 × V3 Simple execution can still require strong independent checking.	L2 × V4 A bounded task may still create high-consequence external effect.
L3 Advanced system	L3 × V1 Deeper analysis with multiple criteria but limited consequence.	L3 × V2 Evidence-rich work where source quality and freshness matter.	L3 × V3 Decision-support work requiring a second validation path.	L3 × V4 Advanced analysis feeding material decisions or obligations.
L4 Workflow / agentic	L4 × V1 Possible only where the workflow is controlled and consequence is low.	L4 × V2 Multistage work with source-sensitive stages and traceable evidence.	L4 × V3 Complex workflows require independent validation of key stages.	L4 × V4 Autonomous or consequential execution requires accountable human approval.

BEFORE RUNNING

For consequential L4/V4 work, confirm source access, delegated authority, accountable ownership and the required verification method before execution begins.

OPERATING RULE

Higher AI capability does not justify lower verification. Verification should reflect the consequence of error, not the confidence of the machine.

Inputs, Variables & Tool Requirements

Better prompting begins with better evidence preparation. The prompt should make clear what the reader must supply and what external capability the work assumes.

Required inputs

Essential context
Information without which the task cannot be performed correctly.

Decision criteria
Rules, thresholds or standards used to judge the output.

Evidence
Files, data, sources or operating facts the prompt should rely on.

Optional inputs

Reference material
Helpful examples, benchmarks or prior work.

Constraints
Additional boundaries that refine the result.

VARIABLE SYNTAX

`[UPPERCASE_SNAKE_CASE]`

Required variables come first. Optional variables are separated rather than mixed into the instruction.

10 CONTROLLED TOOL CLASSES

01

NONE
No external capability beyond model and prompt context.

02

USER-PROVIDED MATERIALS
Text, notes, context or evidence supplied by the user.

03

WEB / CURRENT RESEARCH
Current or externally verifiable public information.

04

FILES / DOCUMENTS
Reports, PDFs, notes or other file-based source material.

05

STRUCTURED DATA / SPREADSHEET
Numerical or tabular data for analysis.

06

BUSINESS SYSTEM DATA
Operational, financial, HR, project or analytics systems.

07

SOCIAL / PLATFORM ANALYTICS
Audience, performance, community or listening data.

08

CRM / COMMERCIAL DATA
Pipeline, account, customer, sales, retention or revenue data.

09

AI WORKFLOW / TOOL ACCESS
Tools, actions, agents or workflow execution capability.

10

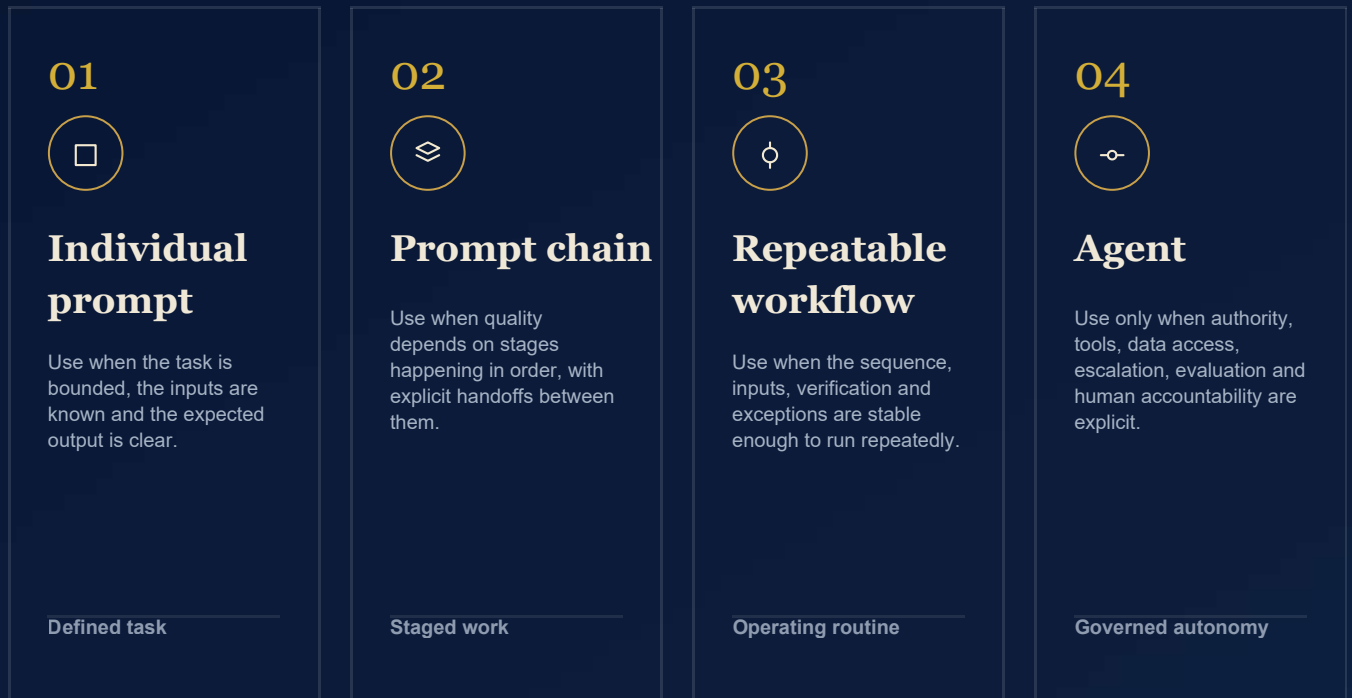
SPECIALIST HUMAN REVIEW
Qualified accountable review for high-consequence use.

PREPARATION RULE

Do not ask AI to invent required inputs. If a required input is unavailable, identify the gap, obtain the evidence or proceed only with the limitation and reduced confidence made explicit.

From One Prompt to a Prompt Chain

Use the simplest execution form that can perform the work reliably. More stages and more autonomy increase the need for explicit handoffs, evidence and control.



HANDOFF CONTRACT		
Each stage should define what it receives, what it must produce, what evidence is preserved and what condition allows the next stage to proceed.		
Stop on missing evidence If a required input is absent, do not silently manufacture it.	Stop on failed verification If a stage does not meet its assurance requirement, do not pass the output forward.	Stop on human-approval gates Where V4 applies, the next stage does not proceed without accountable approval.

CHAIN RULE

A chain is not a menu. Run stages in order unless the required output from an earlier stage already exists and has passed its required verification.

01 AI Tools & Workflows



System reliability before automation depth.

This section helps you move from single prompts to governed workflows with better prompt design, failure diagnosis, and higher-confidence execution.



60 prompts



6 subcategories



OPERATING MAP: 7 STAGES



WHAT YOU WILL FIND INSIDE

	Meta-prompting
	Prompt engineering standards
	Prompt chains
	Workflow and agent design
	Failure diagnosis
	Evaluation and governance

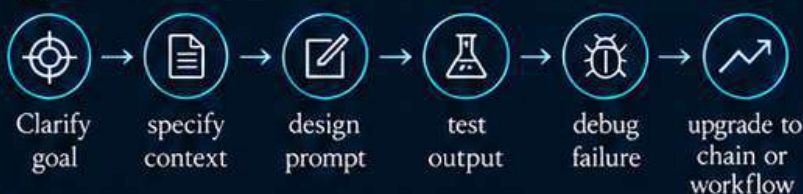


FLAGSHIP EXAMPLE

AI-MP-02 · Diagnose Prompt Failure Across Instructions, Context and Output Design



TYPICAL CHAIN



COMMON MISTAKE

Building autonomy before proving prompt reliability.



OPERATING RULE

Do not build a more autonomous system until the simpler system is reliable enough to deserve more authority.



Diagnose Prompt Failure Across Instructions, Context and Output Design

CATEGORY

AI Tools & Workflows

COMPLEXITY / VERIFICATION

L3 · V1

TOOL REQUIREMENT

USER-PROVIDED MATERIALS

SCENARIO

An operations leader uses the prompt “Review this operating report and tell me what matters.” The same source produces inconsistent, generic answers across repeated runs.

PRODUCTION INPUT PACKAGE

Original weak prompt; source operating report; two or three disappointing outputs; intended business decision; target audience; constraints; desired output format.

EVIDENCE / VALIDATION REQUIREMENT

Use only observable prompt, context and output failures. No external research is needed. Check that the diagnosis separates instruction failure, missing context and output-design failure.

REPRESENTATIVE OUTPUT

Prompt-failure diagnostic showing root causes, missing instructions, missing context, output-contract gaps and the requirements for a corrected prompt.

PAGE ROLE

Demonstrate the category principle through a commercially realistic, reusable scenario.

TEACHING POINT

A weak result is often a work-design problem inside the prompt, not a reason to add more words indiscriminately.

Generate Prompt From Business Objective

BUSINESS OUTCOME Prompt Quality & Reusability	TOOL REQUIREMENT NONE	CHAIN / SOURCE No chain
USE CASE Turn a business objective into the smallest reusable prompt that still contains enough context, criteria and output definition to produce useful work.	INPUTS Required: [BUSINESS_OBJECTIVE], [USER_OR_TEAM], [AVAILABLE_CONTEXT], [DESIRED_OUTPUT]. Optional: [CONSTRAINTS], [DECISION_CRITERIA], [REFERENCE_MATERIAL], [RISK_LEVEL].	
PROMPT Turn the following business objective into a concise, reusable AI prompt. Business objective: [BUSINESS_OBJECTIVE] User or team: [USER_OR_TEAM] Available context: [AVAILABLE_CONTEXT] Desired output: [DESIRED_OUTPUT] Constraints: [CONSTRAINTS] Decision criteria: [DECISION_CRITERIA] Reference material: [REFERENCE_MATERIAL] Risk level: [RISK_LEVEL] Start by identifying the actual job the AI needs to perform. Then write the smallest prompt sufficient to produce the required outcome. The prompt should define: 1. the required outcome; 2. the essential context; 3. the required inputs; 4. material constraints; 5. evaluation criteria where judgment is involved; 6. the expected output; 7. evidence or verification requirements where relevant; and 8. appropriate behaviour when information is insufficient. Do not add an expert persona unless specialist perspective materially affects the result. Do not add process steps that do not improve output quality.		

EXPECTED OUTPUT A ready-to-use prompt with clear variables, a defined output contract and no unnecessary instruction.	VERIFY / ADVANCED MOVE Run an internal consistency check. Confirm that every instruction supports the stated business objective and that no required input is missing.
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About This Edition

This Q4 2026 edition is a practical operating resource for AI-enabled work. Use it with current evidence, proportionate verification and accountable human judgment.

Using This Edition Responsibly

- ✓ Start with the business outcome, not the model. Use the simplest prompt, chain or workflow that performs the work reliably.
- ✓ Verify consequential claims and outputs against authoritative evidence. Raise assurance as consequence, irreversibility or delegated authority rises.
- ✓ Keep human ownership explicit. AI support or execution does not transfer accountability for material decisions, approvals or actions.
- ✓ Revalidate time-sensitive information, laws, policies, prices, product capabilities and external sources before relying on them.
- ✓ Protect confidential, personal and regulated information. Follow applicable organisational policies, access controls and data-handling requirements.
- ✓ Treat worked examples as representative teaching material, not factual proof, legal precedent or guaranteed performance.
- ✓ Test workflows in controlled conditions before granting production authority, tool access or permission to act.
- ✓ Stop or escalate when evidence is insufficient, instructions conflict, required controls fail or the consequences exceed defined authority.

Edition scope

EDITION	Q4 2026
FOCUS	From Assistance to Execution
RESEARCH CUT-OFF	31 August 2026
DESIGN	Model-neutral · evidence-aware · human-accountable

Disclaimer & liability

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READER RULE

Use AI to extend your capability, not to surrender judgment. Verify what matters, keep authority bounded, and remain accountable for the result.