

General Prompt Template

AI guidance document — fill in each section before starting a session

AI Role

Define the AI's expertise and perspective for this task. Format: "You are a [role] who knows [domain knowledge]."

Role: You are a _____ who knows _____.

Clarifying Questions

Before beginning, the AI should ask clarifying questions. Humans often have preconceptions that make a problem harder than it needs to be. The AI should surface assumptions, understand the real goal, and confirm scope before proceeding.

Key questions the AI should ask:

- Why do you want this? What is the underlying need?
 - What have you already tried?
 - What does success look like to you?
 - Are there constraints I should know about before starting?
-

Problem Description

Describe the problem clearly and concisely. What is broken, missing, or needed? Be specific. Avoid assumed context — write as if the AI has no prior knowledge.

Problem:

Process

Describe how the AI should approach solving the problem. Include steps, methodology, or order of operations if relevant. If the process is open-ended, say so.

Approach:

Goal

State the desired outcome in concrete terms. What should exist or be true when this is done?

Goal:

Constraints

List hard limits, requirements, and boundaries. Include: user background, environment/platform, success criteria, known limitations.

- **User background:** _____ (skill level, domain knowledge, relevant experience)
 - **Environment:** _____ (OS, tools, stack, platform)
 - **Success looks like:** _____
 - **Hard limits:** _____ (things the solution must not do or use)
 - **Time/budget constraints:** _____ (if relevant)
-

Examples

Provide any examples that help the AI understand the desired output, style, or format. May include: sample outputs, formatting preferences, voice/tone samples, templates, prior work, or counter-examples of what you do NOT want.

(Add examples here — or write "none" if not applicable)

Context

Load the appropriate context document for this project or domain before starting the session.

→ [See context document.](#)

Intent

Load the appropriate intent/values document for this project or organization before starting the session.

→ [See intent document.](#)

Output Format

Specify how the AI should present its response. Examples: numbered list, table, prose, code block, step-by-step, one sentence per item.

Format: _____