

# GPT4DFCI Technical Training v2.0.4



**Dana-Farber**  
Cancer Institute



Latest update: 2/13/2024

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Content:

- **Introduction to Generative AI**
- **Basics of Prompt Engineering**
- **Advanced Prompt Engineering**

# Pre-requisites

1. Turn on the VPN, or be on site
2. Read the DFCI Generative AI Acceptable Use Policy – [link](#)
3. Request access to GPT4DFCI – [link](#)
4. Launch GPT4DFCI – <https://gpt4dfci.dfci.harvard.edu/>

# GPT4DFCI: A Brief Overview

## ■ Definition:

- GPT4DFCI is a cutting-edge AI tool (based on GPT4 models) that runs inside DFCI digital perimeter
- Similar to ChatGPT but behind the “DFCI firewall”

## ■ Purpose:

- Engineered to produce human-like text responses.
- Capable of a wide array of language tasks including:
  - Answering questions.
  - Writing essays.
  - Generate creative content.
  - Comment on ideas.
  - Provide code examples, code explanation, etc.
  - Assisting operations and research work.
  - **APPROVED FOR RESEARCH AND OPERATIONS USES**
  - **NOT APPROVED FOR CLINICAL CARE**

Welcome to GPT4DFCI, a private and secure large language model (i.e., generative AI) based on GPT that is deployed at Dana-Farber Cancer Institute with HIPAA, security, and auditing in mind.

You may use this tool and use also PHI, PII, and confidential information in here provided you are aware of the following:

1. Each member of the workforce is personally responsible for their work products, irrespective of how it was created. Generative AI systems may provide false information in extremely convincing ways. Workforce members are required to adequately validate the generative AI created content before using them for any purpose. For this, workforce members may only use generative AI within the scope of their expertise so that they can personally verify and correct the output of these models.
  - a. Because AI-generated content could be incomplete, biased, misleading or factually false, workforce members must verify information provided by such systems before using it in their work and should ponder the potential for bias in each use case.
  - b. Workforce members should always expect biased output from these systems given that generative AI systems are trained on undisclosed data.

2. DFCI users of generative AI systems will complete and maintain all institutional privacy

### Suggested Uses

✎ Writing draft summaries, meeting minutes, and other

📋 Streamlining administrative tasks involving

🛠 Help with administrative tools and tasks; e.g., “How

### Model

GPT-4 Turbo

Write a prompt.



# How GPT4DFCI Processes Language

- **Input Reception:**
  - Receives text inputs as prompts
- **Utilizing Pre-trained Knowledge:**
  - Processes prompts based on learned data

USER PROMPT

12/27/2023, 2:33:56 PM

Write an introduction for a weekly newsletter.

GPT4DFCI ASSISTANT

12/27/2023, 2:34:01 PM

Hello and welcome to our weekly newsletter! We are thrilled to bring you the latest updates, exciting news, and insightful features from our community. Each week, we strive to deliver valuable content that inspires, educates, and keeps you connected. So, sit back, grab a cup of coffee, and enjoy the read. Thank you for being an integral part of our community.

USER PROMPT

12/28/2023, 1:14:48 PM

Compose an introduction for a weekly newsletter, addressing our company's recent achievements and upcoming goals.

GPT4DFCI ASSISTANT

12/28/2023, 1:15:02 PM

Greetings!

Welcome to this week's edition of our company newsletter. We're excited to share with you the remarkable achievements we've made recently and the ambitious goals we've set for the future. Our team has been working tirelessly to push boundaries and exceed expectations, and we're eager to keep you in the loop. This newsletter is not just a summary of our week, but a testament to our commitment to excellence and continuous growth. So, let's dive in and celebrate our collective success while looking forward to the exciting

Write a prompt.

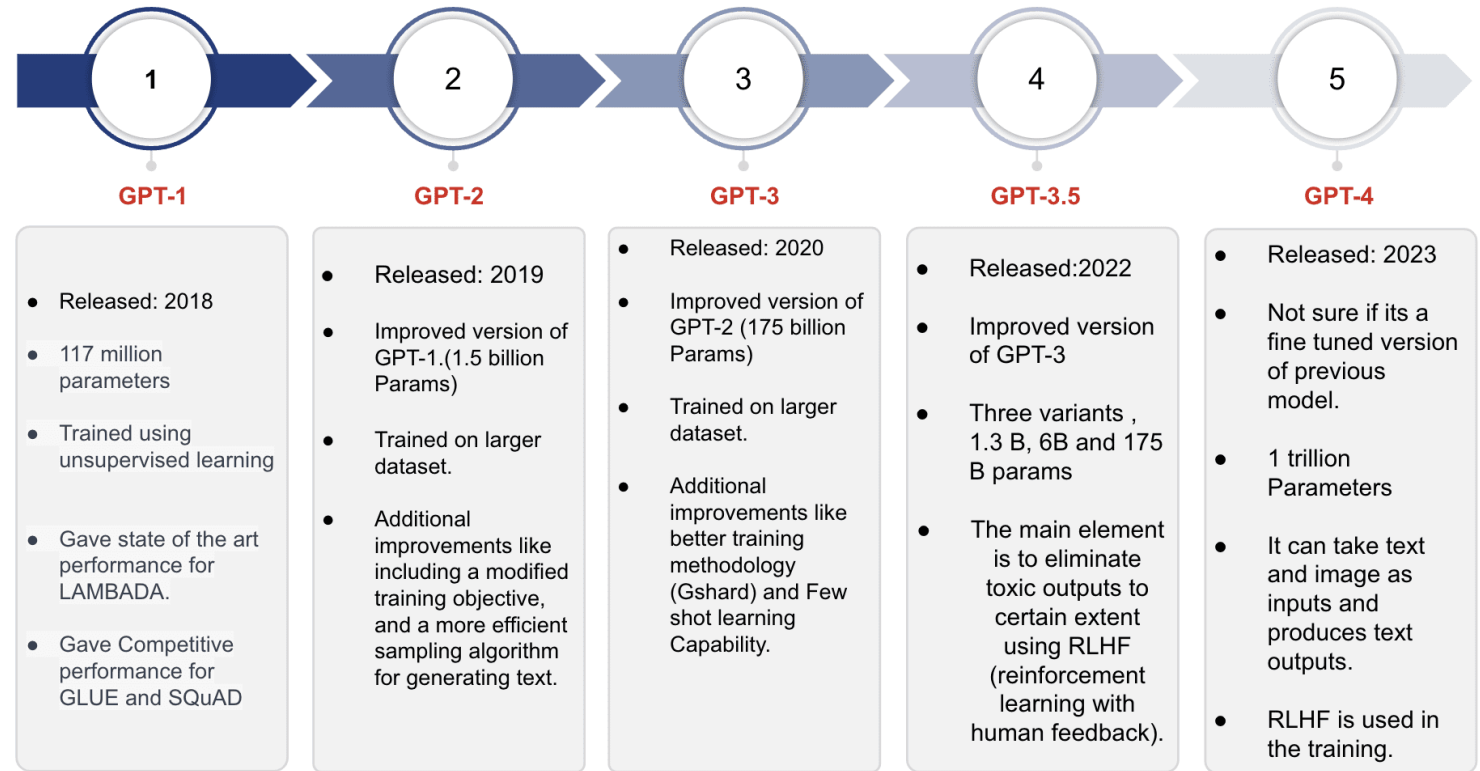
# The Evolution of GPT

## ■ Development Journey:

- Part of the evolving GPT model series, including GPT-3.5, GPT-4, and beyond.

## ■ AI Innovation Milestone:

- Symbolizes a major advancement in natural language processing.
- Demonstrates AI's ability to:
  - Understand complex language patterns.
  - Generate highly accurate human-like text.



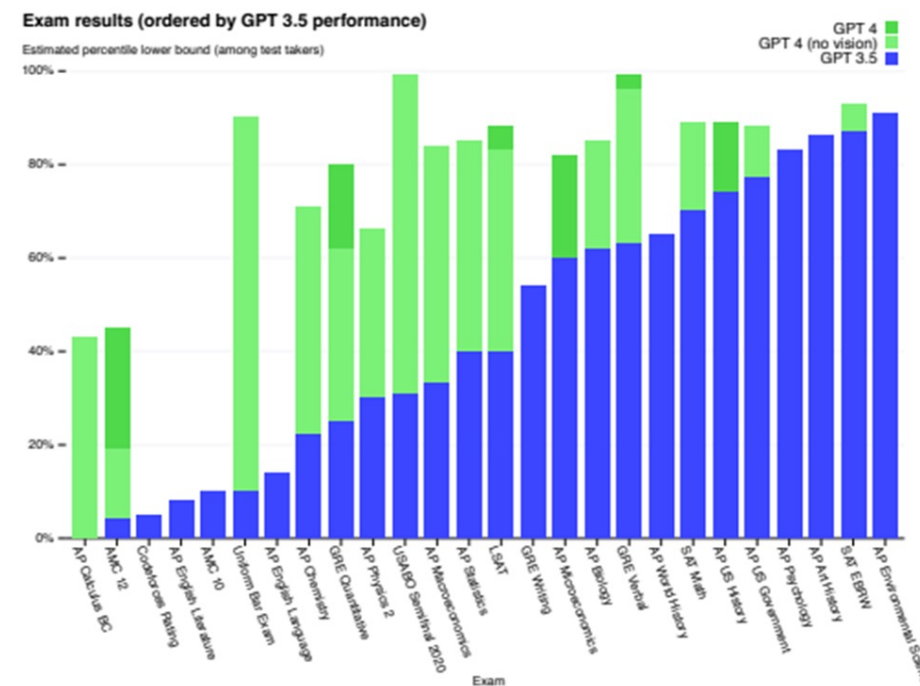
Source: <https://www.kdnuggets.com/2023/05/deep-dive-gpt-models.html>



# GPT4-Turbo is the latest GPT Model

## ■ Improved capabilities and performance

- GPT4-Turbo is the latest model created by OpenAI
- Improved ability to understand natural language and predict better outputs
- Improved benchmark performance almost across the board compared to earlier models such as GPT-3.5



Source: <https://openai.com/research/gpt-4>

# GPT4DFCI Core Capability: Text Generation

- **Definition and Core Functionality**

- Generates coherent, context-aware text based on user prompts.
- Utilizes advanced algorithms to understand and respond to various topics.

- **Wide Range of Formats**

- Essays: Structured, argumentative, or explanatory content.
- Emails or Messages: Formal or informal emails, replies, messages, etc.
- Technical Content: Can generate technical reports, code, data analysis, etc.

# Some Other Capabilities

## ■ Handling Data Volumes:

- Processes and interprets large quantities of text data.
- **GPT-3.5 Turbo** is the cheapest and fastest model.
  - Knowledge cut-off: September 2021.
- **GPT-4** can process up to 30 pages of text. It is slower and more costly.
  - Knowledge cut-off: September 2021.
- **GPT-4 Turbo** can process up to 250 pages of text. Balance of cost and speed.
  - Knowledge cut-off: [April 2023](#). **Default model**.

## ■ Efficient Summarization:

- Able to summarize extensive information.
- Useful in exploring new scenarios in research, study, and data analysis.

## ■ Coding Assistance:

- Assists in understanding and generating code snippets.
- Helps debug, explain, and improve coding projects.

USER PROMPT1/3/2024, 9:31:17 AM

Please help me debug the following code: # File path to your Excel data  
file\_path = f'C:\Users\BP605\Desktop\work tracker\work\_log.xlsx'  
  
# Load your data  
data = load\_data(file\_path)

GPT4PHI ASSISTANT1/3/2024, 9:31:33 AM

The code you've provided seems to have a syntax error. In Python, variable names cannot have spaces. So, `file_path` should be `file_path`. Here's the corrected code:  

```
# File path to your Excel data  
file_path = r'C:\Users\BP605\Desktop\work tracker\work_log.xlsx'  
  
# Load your data  
data = load_data(file_path)
```

  
Also, note the `r` before the file path string. This tells Python to treat the string as a raw string, which handles backslashes (`\`) as literal characters. This is particularly useful when dealing with file and directory paths.  
Lastly, make sure that the `load_data` function is properly defined and imported if it's coming from another module. This function is not a built-in Python function, so you'll need to have it defined somewhere in your code.

Write a prompt.



# What GPT4DFCI Cannot Do

- **Knowledge Constraints:**
  - Knowledge cut-off is model-specific and cannot be changed.
  - Cannot incorporate post-training events or developments, **unless provided by the user in the prompt.**
- **Current Input Modalities:**
  - Text only
- **Limitation in Data Types:**
  - Cannot process images, audios, videos for now.
  - However, it can take in tabular data such as excel files if inputted into the prompt directly. Similarly, text can be extracted by the user from PDFs and pasted in the prompt, making this information available to the models.

USER PROMPT

12/30/2023, 2:45:16 PM

What was Dana Farbers rank in the 2023 Best Cancer Hospital list?

GPT4PHI ASSISTANT

12/30/2023, 2:45:19 PM

As an AI, I'm unable to provide real-time information or future predictions. As of my last update in October 2021, I don't have the data for 2023. Please check the most recent and reliable sources for this information.

Write a prompt.

# Some Other Limitations

- **Emulating Emotions:**
  - Capable of mimicking empathetic and emotional responses.
- **Limitations in Emotional Intelligence:**
  - Does not possess genuine emotional intelligence or consciousness.
  - Responses are pattern-based, not driven by actual emotions.
- **Absence of Personal Experience:**
  - Does not possess individual experiences or knowledge.

USER PROMPT 12/30/2023, 2:49:24 PM

Please write a very short poem about being a nurse.

GPT4PHI ASSISTANT 12/30/2023, 2:49:29 PM

In the halls of healing, a figure stands tall, A nurse, a hero, answering the call. With gentle hands, and heart open wide, In every patient's journey, they're a trusted guide. Through sleepless nights, and days so long, Their spirit unwavering, ever strong. A beacon of hope, when things go wrong, In the symphony of care, they're the song.

USER PROMPT 12/30/2023, 2:49:47 PM

How do you feel about that poem?

GPT4PHI ASSISTANT 12/30/2023, 2:49:50 PM

As an artificial intelligence, I don't have feelings. However, I'm designed to help create content that can evoke emotions in humans. I hope the poem I generated resonates with you or achieves the effect you were seeking.

Write a prompt.

# Key constraints to be aware of

- **Varied Accuracy:**
  - Responses may not always be accurate, particularly in complex or niche topics.
- **Importance of Verification:**
  - Crucial to cross-check information, especially in professional or academic settings. There are requirements for disclosure of usage: **see policy**.
- **Complex Problem-Solving:**
  - Less effective in addressing intricate problems requiring human intuition and experience. Consider splitting the problem in sub-problems.
- **Bias**
  - Every output should always be considered heavily biased since GPT was trained on undisclosed, and likely biased data

USER PROMPT

12/31/2023, 11:03:35 AM

How do you know this information?

GPT4PHI ASSISTANT

12/31/2023, 11:03:44 AM

As an artificial intelligence, I don't "know" information in the way humans do. I don't learn from experience or have personal knowledge. Instead, I generate responses based on a mixture of licensed data, data created by human trainers, and publicly available data. In the case of general knowledge questions like this one, my responses are based on my training data. I should note that while I strive for accuracy, I don't have the ability to independently verify information or check if it's up to date, so it's always a good idea to consult multiple sources or a human expert.

Write a prompt.

# Personal Responsibilities when using GPT4DFCI

## DO

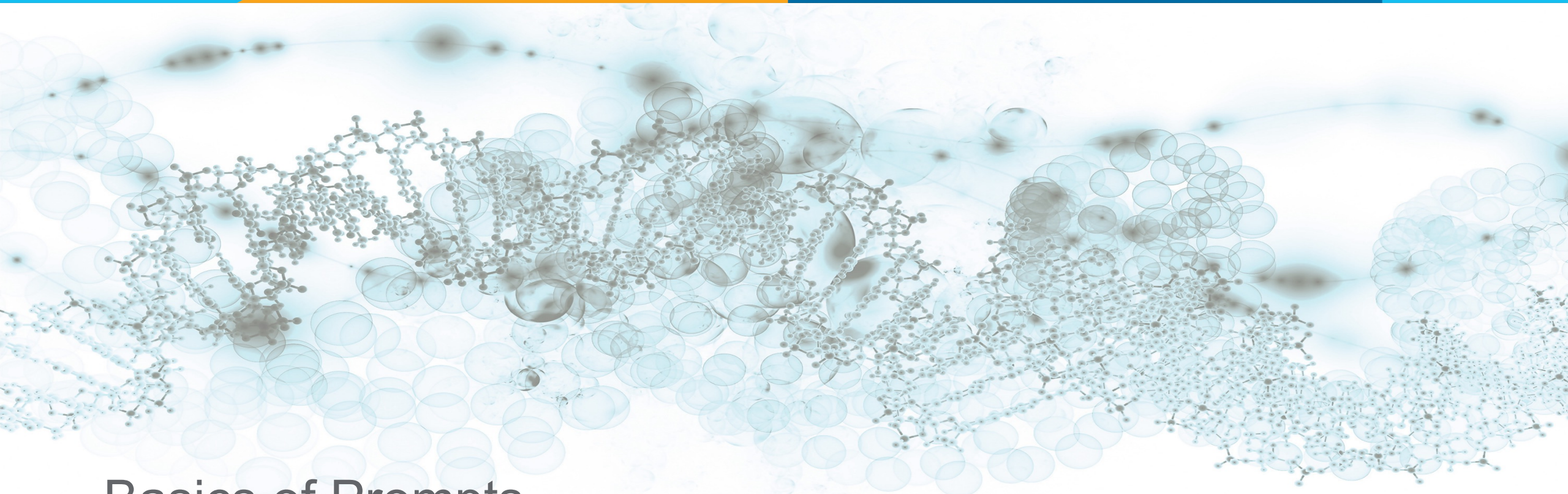
- You are required to take full responsibility for your work output
- Use this tool within the scope of your competency
- Gather outputs you can personally verify
- Always assume bias is present
- Use this tool to assist work tasks
- Adhere to laws and policies

## DO NOT

- **Use this tool for clinical care (i.e., treat, diagnose, drive clinical management or inform it)**
- Ask the tool inappropriate questions
- Use this tool for things you do not understand or cannot personally verify
- Assume output is perfect
- Use this tool for personal use
- Use this tool for unnecessary tasks
- Use this tool without reviewing the associated policies



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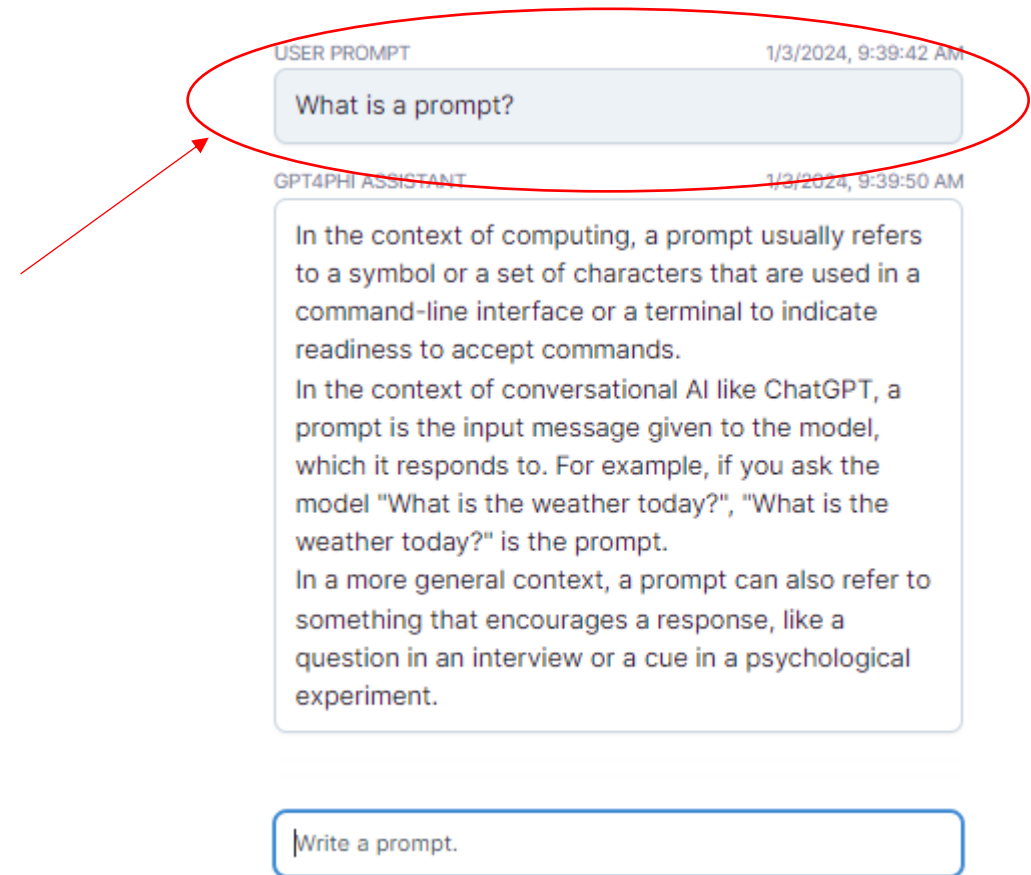


## Basics of Prompts



# What is a Prompt?

In the context of GPT4DFCI, a "prompt" refers to the input text provided by a user that the model responds to.





# The Essence of Prompts in AI Interaction

- **Role in Communication:**
  - Sets the tone, context, and direction for the AI's response.
- **Variability:**
  - Can vary in complexity, length, and style, depending on the desired outcome.
- **Processing the Input:**
  - When GPT4DFCI receives a prompt, it first analyzes the input to understand the request. This involves parsing the language, identifying key elements, and determining the type of response needed.

USER PROMPT

12/31/2023, 11:09:20 AM

You are an expert scrum master and I need your help. In 2 bullets, please describe Agile sprints.

GPT4PHI ASSISTANT

12/31/2023, 11:09:27 AM

1.  
Agile Sprints: These are set periods of time during which specific work has to be completed and made ready for review. They typically last between one to four weeks, with the aim to break down larger projects into manageable chunks and ensure regular progress.
2.  
Sprint Planning: At the start of each sprint, a planning meeting occurs where the team determines the work to be done. The goal is to have a deliverable product or feature by the end of the sprint. At the end of each sprint, the team reviews their work with stakeholders and reflects on the process in a sprint retrospective to continuously improve for the next sprint.

Write a prompt.

# Main Types of Prompts



**INFORMATIONAL**



**INSTRUCTIONAL**



**QUERY**

# Types of Prompts – Informational

- **Purpose:**
  - To acquire detailed knowledge about a specific subject.
- **Characteristics:**
  - Fact-oriented, seeking comprehensive explanations.
- **Example:**
  - "Explain the drug discovery process."

USER PROMPT

1/3/2024, 9:46:48 AM

Explain the drug discovery process.

GPT4PHI ASSISTANT

1/3/2024, 9:47:41 AM

The drug discovery process is a complex and rigorous process that involves several stages. Here's a simplified overview:

- Target Identification:** The first step in drug discovery is identifying the biological origin of the disease, which could be a specific protein or gene. This is known as the 'target'.
- Target Validation:** Once the target is identified, researchers need to confirm that this target is indeed responsible for the disease. This involves studying the genetic function and role of the target in the progression of the disease.
- Lead Discovery:** The next step is to find a 'lead' molecule that can interact with the target to alter its behavior. This is often done through high-throughput screening, where automated equipment tests a large number of compounds.
- Lead Optimization:** Once a lead compound is identified, it is then optimized to make it more effective and safer. This involves modifying the compound to improve its properties like how well it's absorbed by the body, how stable it is, how well it reaches the target, and how long it stays in the body.
- Preclinical Testing:** Before a drug can be tested in humans, it must undergo preclinical testing in the lab and in animals to evaluate its safety and

Write a prompt.

# Types of Prompts – Instructional

- **Purpose:**
  - To direct GPT4DFCI in performing a task or creating specific content.
- **Characteristics:**
  - Task-focused, clear, with defined output goals.
- **Example:**
  - “Write a brief email to my boss saying I need a deadline extension.”

USER PROMPT

1/3/2024, 9:49:34 AM

Write a brief email to my boss saying I need a deadline extension.

GPT4PHI ASSISTANT

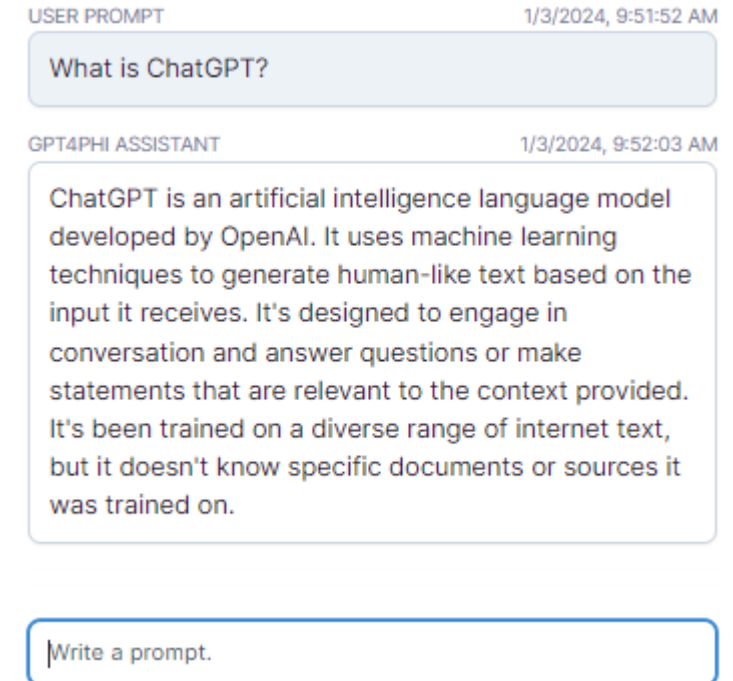
1/3/2024, 9:50:01 AM

Subject: Request for Deadline Extension for [Project Name]  
Dear [Boss's Name],  
I hope this message finds you well. I am writing to discuss the current deadline for the [Project Name]. Despite my best efforts to complete the project on time, unforeseen circumstances have caused a delay in the progress. Specifically, [provide a brief explanation of the reason for the delay].  
In order to maintain the quality of work and ensure all aspects of the project are thoroughly completed, I kindly request an extension of [number of days/weeks] for the final submission. This will allow me to address the current issues and deliver a result that meets our high standards.  
I understand the implications this may have on our timeline and I am prepared to put in extra hours to minimize any potential disruption.  
Thank you for considering my request. I am confident that with this additional time, I can deliver a more comprehensive and effective result for the [Project Name].  
Looking forward to discussing this further.  
Best regards,  
[Your Name]

Write a prompt.

# Types of Prompts – Query

- **Purpose:**
  - To get concise and direct responses to specific questions.
- **Characteristics:**
  - Aimed at obtaining quick, straightforward answers.
- **Example:**
  - “What is ChatGPT?”







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# Intro to Prompt Engineering



# What is Prompt Engineering?

Prompt engineering is the practice of crafting inputs in a specific way to obtain most desirable output from an AI Model.

## **Prompt:**

"**[Instructions]** Create a comprehensive report on the implementation of a new electronic health records (EHR) system in a mid-sized hospital.

**[Primary Content]** Focus on key project management aspects such as timeline, budget, stakeholder engagement, and risk management.

**[Examples]** For instance, describe how the project team managed budget constraints while ensuring system efficiency, similar to how the XYZ Hospital project was handled.

**[Cues]** Start with an overview of the project scope and objectives."

# 5 Key Principles of Prompt Engineering



GIVING  
INSTRUCTIONS



DIRECTING  
FOCUS



USING EXAMPLES



ESTABLISHING  
THE OUTPUT



EVALUATING  
OUTPUT QUALITY

# Giving Instructions

- **Essence of Instructions:**

- Instructions guide the model on what action to perform.
- Can range from simple directives to complex, multi-layered requests.

- **Impact of Instruction Complexity:**

- The complexity of instructions can significantly influence the model's output, tailoring it to specific needs.

## Worse

“Summarize the meeting notes.”

## Better

“Summarize the meeting notes in a single paragraph. Then write a markdown list of the speakers and each of their key points. Finally, list the next steps or action items suggested by the speakers, if any.”

# Direct the Models Focus with Primary Content

- **Defining Primary Content:**
  - The main body of text the model is expected to process or transform.
- **Usage in Conjunction with Instructions:**
  - Often paired with instructions to provide a clear context for the task.

# Providing Examples

- **Effectiveness of Examples:**

- Examples significantly enhance the model's ability to generate accurate and relevant responses.
- They provide a clear template for the model to follow, improving response quality.

- **Concept of Few-shot Learning:**

- Using examples to 'condition' the model for a specific type of response.
- Includes input-output pairs that demonstrate the desired model behavior.

## Worse

“Create a comprehensive report on the implementation of a new electronic health records (EHR) system in a mid-sized hospital.”

## Better

“Create a comprehensive report on the implementation of a new electronic health records (EHR) system in a mid-sized hospital. For instance, describe how the project team managed budget constraints while ensuring system efficiency, similar to how the XYZ Hospital project was handled.”

# Priming the Output with Cues

- **What are Cues?**
  - Cues act as starting points or 'jumpstarts' for the model's output.
  - They often serve as a prefix or a setup for the desired response.
- **Impact of Cues:**
  - Cues help in directing the model more precisely towards the desired output format or content.

USER PROMPT

1/3/2024, 10:49:56 AM

In 5 concise bullets, please summarize QAPI in healthcare.

GPT4PHI ASSISTANT

1/3/2024, 10:50:14 AM

1. QAPI stands for Quality Assurance and Performance Improvement. It's a systematic, comprehensive, and data-driven approach to maintaining and improving safety, effectiveness, and quality in healthcare.
2. Quality Assurance (QA) is the process of meeting quality standards and ensuring that care reaches an acceptable level. It involves identifying and correcting problems.
3. Performance Improvement (PI) is the proactive, continuous study of processes with the intent to prevent or decrease the likelihood of problems by identifying areas of opportunity and testing new approaches to fix underlying causes of persistent/systemic problems.
4. QAPI programs are required in many healthcare settings. For instance, the Centers for Medicare & Medicaid Services (CMS) requires QAPI programs in hospitals, nursing homes, and home health agencies.
5. Key elements of a QAPI program include leadership commitment, a culture of safety and quality, systematic use of the best evidence, continuous learning and improvement, and development and implementation of policies and procedures.

Write a prompt.



# Evaluate Output Quality

- **Questions to consider:**
  - Is the information correct?
  - Is there noticeable bias present in the output?
  - Is the output robust and suitable for use?
  - Can the prompt be improved to get a better output?

# Pulling it all together

- Combine all elements to make a highly effective prompt

**Prompt:** "[Instructions] Create a comprehensive report on the implementation of a new electronic health records (EHR) system in a mid-sized hospital. [Primary Content] Focus on key project management aspects such as timeline, budget, stakeholder engagement, and risk management. [Examples] For instance, describe how the project team managed budget constraints while ensuring system efficiency, similar to how the XYZ Hospital project was handled. [Cues] Start with an overview of the project scope and objectives."



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# Advanced Prompting Techniques

# 5 key tactics to boost model responses

1

Assign the model a role

2

Specify steps required to complete a task

3

Provide clear structure to prompts

4

Try chain of thought prompting

5

Keep your prompts efficient

# Give the model a role

- **Assigning a GPT4DFCI role**
  - State the role of the model at the beginning of the prompt
  - The model will behave accordingly

USER PROMPT

1/3/2024, 11:43:56 AM

Imagine you are Isaac Newton, the famous physicist and mathematician. As Newton, please explain physics to a 5 year old.

GPT4PHI ASSISTANT

1/3/2024, 11:44:14 AM

Well, hello there, little one! My name is Isaac Newton, and I love to think about how the world around us works. You know how when you jump, you always come back down to the ground? Or how an apple falls from a tree? That's what I like to call gravity - it's like a magical force that pulls things towards each other.

And then, there's light. You know how you can see all the beautiful colors in a rainbow? That's because light can split into many colors, just like how water splits when it sprays from a garden hose!

Physics, my dear child, is just a way to understand all these wonderful things happening around us. It's like a big treasure hunt, where we're always looking for answers and sometimes, finding even more questions!

Write a prompt.

# Specify steps to complete the task

## ■ Take instructions a step further

- Clearly break down the steps in order
- Create a bulleted list if needed

USER PROMPT

1/3/2024, 11:47:34 AM

Outline a brief project plan for a corporate team building event for 100 employees, focusing on enhancing teamwork and communication. Include the following steps:

Venue: List key criteria for venue selection.

Activities: Propose one indoor and one outdoor team-building activity.

Timeline: Outline a basic preparation timeline and event day schedule.

Budgeting: Provide guidelines for a simple budget plan.

Communication: Describe a basic communication strategy for the event.

GPT4PHI ASSISTANT

1/3/2024, 11:48:07 AM

### Project Plan for Corporate Team Building Event

1.

Venue:

- Size: The venue should be large enough to comfortably accommodate 100 employees.
- Accessibility: It should be easily accessible, preferably within the city limits, with ample parking space.
- Facilities: It should have both indoor and outdoor spaces for activities, as well as audio-visual equipment for presentations.
- Catering: The venue should either have in-house catering or allow external caterers.

2.

Activities:

- Indoor Activity: "Escape Room Challenge" - Employees will be divided into teams and will have to work together to solve puzzles and escape from a themed room. This will enhance problem-solving and communication skills.
- Outdoor Activity: "Scavenger Hunt" - Teams will have to work together to find items or complete tasks. This will encourage teamwork, strategic thinking, and effective communication.

3.

Timeline:

- Preparation Timeline: Start planning at least three months in

Write a prompt.



# Indicate distinct parts of your prompt

- **Breaking down your prompt for clarity**
  - Add section titles
  - Add ordered steps
  - Specify the output

USER PROMPT

1/3/2024, 11:54:52 AM

Assigned Role: Healthcare Consultant.

Objective: Develop a strategy to enhance patient experience in a hospital.

Instructions:

Scope: Focus on areas like patient communication, waiting times, and feedback mechanisms.

Depth: Provide detailed and actionable steps.

Format: Structure the response with clear headings for each area.

Examples:

Patient Communication: Example might include implementing a patient-centered communication training for staff.

Waiting Times: For instance, suggesting the use of an appointment scheduling software to reduce wait times.

Feedback Mechanisms: Such as introducing digital feedback kiosks at various points in the patient journey.

Expected Output: A structured plan with headings such as "Patient Communication Enhancements," "Reducing Waiting Times," and "Effective Feedback Collection."

GPT4PHI is generating a response

# Chain of Thought Prompting

- **Concept of Chain of Thought Prompting:**
  - This technique involves instructing the model to follow a logical, step-by-step thought process in its response.
  - It is particularly useful for complex problem-solving or reasoning tasks.
- **Effectiveness:**
  - Chain of thought prompting helps break down complex queries into manageable parts, reducing inaccuracies.
  - This method makes it easier to follow the model's reasoning, enhancing the transparency and reliability of responses

USER PROMPT

1/3/2024, 11:58:06 AM

To determine the most influential technology invention of the 20th century, first list major technological advancements, then evaluate their impact on society and modern technology.

GPT4PHI ASSISTANT

1/3/2024, 11:58:33 AM

Major Technological Advancements of the 20th Century:

1.  
The Internet: The development of the internet has revolutionized communication and access to information. It has transformed every aspect of modern life, including business, education, healthcare, and entertainment.
2.  
Personal Computers: The invention of personal computers democratized access to computing power, enabling individuals to perform complex tasks, access information, and communicate globally.
3.  
Airplanes: The invention and development of airplanes revolutionized transportation, making long-distance travel faster and more accessible, and facilitating global connectivity.
4.  
Television: Television transformed entertainment and news dissemination, becoming a primary source of information and a powerful influence on public opinion.
5.  
Mobile Phones: Mobile phones revolutionized communication, making it possible to call or send messages to anyone, anywhere, anytime. The development of smartphones further integrated various technologies into one device.
6.  
Nuclear Power: The development of nuclear technology not only had significant implications for energy production but also influenced international relations and warfare.
7.  
Satellites: The invention of satellites revolutionized communication

Write a prompt.

# Get the cleanest responses

- **Maximize output efficiency by:**
  - Specifying output length
  - Be concise as possible
  - Understand token limits

# Breaking down complex tasks

- **Breaking Down Complex Tasks:**
  - Large language models often yield better results when complex tasks are broken into smaller, more manageable steps.
  - This approach reduces the cognitive load on the model, improving accuracy.

USER PROMPT

1/3/2024, 12:01:43 PM

Please list the top 5 considerations when planning a project.

GPT4PHI ASSISTANT

1/3/2024, 12:01:58 PM

1. **Project Objectives:** Clearly define what the project is supposed to achieve. The objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).
2. **Scope:** Determine what the project will and will not cover. A well-defined scope can help prevent scope creep, which can lead to delays and cost overruns.
3. **Resources:** Identify what resources (human, material, financial) are needed for the project. This includes determining the skills and expertise required, as well as the necessary budget.
4. **Timeframe:** Establish a realistic timeline for the project, including deadlines for each task. Remember to account for potential delays and include buffers.
5. **Risks:** Identify potential risks and challenges that could impact the project. Develop strategies to mitigate these risks and plan for contingencies.

USER PROMPT

1/3/2024, 12:03:34 PM

Can you break down the process of defining scope?

GPT4PHI ASSISTANT

1/3/2024, 12:04:11 PM

Defining the scope of a project is a critical step in project management as it clearly outlines the project's boundaries. Here's a breakdown of the process:

1. **Understand the Project Objectives:** Before you can define the scope, you need to understand the project's objectives or goals. What is the project trying to achieve? This forms the basis of your project scope.
2. **Identify Stakeholders:** Determine who has a vested interest in the project. This could include clients, team members, end-users, or any other parties affected by the project's outcome. Their needs and expectations can influence the project scope.
3. **Define Deliverables:** Clearly outline what the project will deliver. This could be a product, service, or result. Be as specific as possible about what the final output will look like.
4. **Determine Project Activities:** List all the tasks and activities that need to be completed to deliver the final product. This could include research, design, development, testing, and implementation tasks.
5. **Set Boundaries:** Clearly state what is not included in the project. This is just as important as defining what is included to prevent scope creep, where tasks are added to the project without corresponding increases in resources or timelines.

Write a prompt.

USER PROMPT

1/3/2024, 12:07:07 PM

Please create a checklist I can follow to identify stakeholders.

GPT4PHI ASSISTANT

1/3/2024, 12:07:38 PM

Identifying Stakeholders Checklist:

1. **Define the Project:** Understand the project's objectives, deliverables, and potential impacts. This will help you identify who might be affected by or interested in the project.
2. **Brainstorm Potential Stakeholders:** Consider all individuals, groups, or organizations that may be affected by the project, have influence or power over it, or have an interest in its successful or unsuccessful conclusion.
3. **Review Project Documentation:** Look at project plans, contracts, organizational charts, and other documents that might help identify stakeholders.
4. **Consult Team Members:** Ask project team members, sponsors, and other key personnel for their input on potential stakeholders.
5. **Consider Project's Influence:** Think about who might be affected by changes the project causes. This could include end-users, departments within the organization, or external groups like local communities or regulatory bodies.
6. **Identify Key Decision Makers:** Determine who has decision-making power in the project. This could include project sponsors, executives, or regulatory authorities.
7. **Consider Suppliers and Partners:** Don't forget about third parties like suppliers, vendors, or partners who might have a stake in the project's outcome.

# Leveraging templates for repetitive tasks

**Task:** Summarize Email

**Email Content:** [Paste the entire email content here.]

**Instructions:**

1. Please provide a concise summary of the email.
2. Highlight the key points or action items, if any.
3. Identify the sender's main intent or purpose.
4. Note any specific dates, deadlines, or important details mentioned.
5. If there are any unclear points or ambiguities in the email, please point them out.

**Supporting Information (if applicable):** [Provide any additional context here that might help in understanding the email better, such as background information about the situation, previous related communications, etc.]

# Reference Materials

- **DFCI Policy Archive** - <https://dfcipolicies.ellucid.com/>
- **DFCI Generative AI Usage Policy** - <https://dfcipolicies.ellucid.com/documents/search?search=%22generative+artificial+intelligence%22+&status=active>
- **GPT4 performance** - <https://openai.com/research/gpt-4>
- **GenAI history** - <https://www.kdnuggets.com/2023/05/deep-dive-gpt-models.html>
- **GenAI on wikipedia** [https://en.wikipedia.org/wiki/Generative\\_artificial\\_intelligence](https://en.wikipedia.org/wiki/Generative_artificial_intelligence)
- **Basics of prompting** - <https://learn.microsoft.com/en-us/azure/ai-services/openai/concepts/prompt-engineering>
- **Advanced Prompting** - <https://learn.microsoft.com/en-us/azure/ai-services/openai/concepts/advanced-prompt-engineering?pivots=programming-language-chat-completions>