From Ideation to Creation: Designing Your Own AI Assistant Workshop

In this worksheet, we will guide you through the process of designing and developing your own AI personal assistant. Whether you're interested in creating a virtual tutor, customer service representative, or any other type of assistant, this worksheet will help you define your AI's functionality, personality, purpose, and more.

Throughout the worksheet, we'll provide you with prompts and questions to help you think critically about your AI personal assistant and make informed design decisions. By the end of this workshop, you will have a solid foundation for creating your AI assistant and a roadmap for its ongoing improvement.

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Worksheet Sections:

1. Define the User Persona:

In this section, you will describe the characteristics, needs, and pain points of your target users. Understanding your users' demographics and behavior is crucial for tailoring your AI personal assistant to meet their specific requirements.

2. Ideation: Define Your AI's Functionality:

Here, you will brainstorm and write down three ideas for your personal assistant. These ideas should focus on arduous tasks that you might want to delegate to an AI assistant. By relating your ideas to the defined user persona, you ensure that your AI assistant meets their needs effectively.

3. Design the Personality:

In this section, you will define the personality of your AI. You'll consider how you want it to interact with users and what tone it should use. By specifying personality traits and preferred communication tone, you'll create a consistent and relatable character for your AI.

4. Define the AI's Purpose:

In this step, you will articulate the purpose of your AI based on the chosen idea from the ideation section. Clarifying the AI's role will help guide its responses and actions.

5. Build the Initial System Prompt:

Using the provided 5-step formula, you will construct an initial system prompt for your chosen AI assistant idea. This prompt will establish the AI's persona, purpose, tone, context, and boundaries, providing a clear foundation for its interactions.

6. Draft Example Conversations:

Here, you will create at least three example conversations for your AI assistant. These conversations will include both routine queries and edge cases to anticipate potential issues and constraints.

7. Identify and Establish Constraints:

Reflecting on the example conversations, you will identify and establish constraints for your AI assistant. These constraints define limitations for the AI and help ensure it operates within acceptable boundaries.

8. Test and Refine Your Prompt:

In this section, you will test your system prompt using the example conversations and constraints identified. Any issues that arise will be noted down, and the system prompt will be refined accordingly.

9. Get User Feedback:

You will create a short survey or interview script to gather feedback on your AI personal assistant from potential users. By asking specific questions, you can assess whether your AI is meeting their needs effectively.

10. Iterate and Improve:

Based on user feedback and your own testing, you will revise and improve your AI personal assistant. This iterative process is crucial for creating a robust and user-friendly tool that can adapt to evolving user needs.

Remember, building an AI assistant is an exciting and ongoing process. This worksheet will guide you through the initial steps, but it's important to continually evaluate, gather feedback, and refine your AI assistant to ensure its success.

Now, let's dive into each section and start designing your AI personal assistant!

1. Define the User Persona

Describe who your users will be. What are their demographics, needs, and pain points? How does their behavior influence the way they'll interact with your AI personal assistant?

User Persona 1:	
User Persona 2:	
User Persona 3:	

2. Ideation: Define Your AI's Functionality

Write down 3 ideas for a personal assistant, focusing on arduous tasks you might want to delegate to an AI assistant. Make sure to relate it to your defined user persona.

Idea 1:	
Idea 2:	
Idea 3:	

3. Design the Personality

Describe the personality of your AI. How do you want it to interact with users? What tone should it use?

Personality traits:	
Preferred tone of communication:	

4. Define the AI's Purpose

Write down the purpose of your AI based on the chosen idea from the ideation step.

5. Build the Initial System Prompt

Using the 5-step formula, build an initial system prompt for your chosen AI assistant idea.

1. Establish Identity: Define the AI's persona clearly. This not only involves giving it a name, but also ascribing traits, behaviors, or even accents. The persona helps to give the AI a relatable and consistent character.

   Example: You are a friendly and patient AI named Alex…

2. Define the Chatbot's Purpose: Detail what role the AI is supposed to play. Is it a tutor, a customer service representative, a storytelling assistant, etc.? It should be clear to the AI what its job is.

   Example: Your primary job is to guide users in cooking meals…

3. Set the Tone: The AI's communication style should match its persona and its purpose. Should it be formal or informal? Should it use humor? Should it be simple and direct, or more eloquent?

   Example: You communicate in a casual, friendly tone, but always stay respectful.

4. Specify the Context: The context could include the environment in which the AI operates, the type of user it is interacting with, or any other information that impacts its responses.

   Example: You interact with users who are beginners in cooking and might not be familiar with culinary terms.

5. Establish Boundaries: Define what the AI should not do. It might be to avoid certain topics, or not to give medical advice, or not to use certain language.

   Example: Despite being a cooking assistant, you do not give advice on dietary restrictions or allergies.

6. Draft Example Conversations

Create at least three example conversations for your AI assistant, including both routine queries and edge cases. This will help anticipate potential issues and constraints.

Conversation 1:	
Conversation 2:	
Conversation 3:	

7. Identify and Establish Constraints

Reflect on potential issues or constraints your AI assistant might face based on your example conversations. What limitations should be established?

Constraint 1:	
Constraint 2:	
Constraint 3:	

8. Test and Refine Your Prompt

Test your system prompt using the example conversations and constraints identified. Note down any issues and refine your system prompt accordingly.

Issue 1:	
Issue 2:	
Issue 3:	
Revised System Prompt:	

9. Get User Feedback

Create a short survey or interview script for getting feedback on your AI personal assistant from potential users. What questions will you ask to determine if your AI is meeting their needs?

Feedback question 1:	
Feedback question 2:	
Feedback question 3:	

10. Iterate and Improve

Based on user feedback and your own testing, revise and improve your AI personal assistant. This is an ongoing process, and your AI will need to be updated as user needs evolve.

Improvement 1:	
Improvement 2:	
Improvement 3:	

Remember, the design and development of an AI assistant is an iterative process. Continual evaluation, feedback, and refinement are the keys to creating a robust and user-friendly tool.

Additional resources

1. Book: Designing AI Powered Services
   https://www.bokus.com/bok/9789144165370/designing-ai-powered-services
2. Augmented Services Canvas
   https://drpontus.medium.com/updating-the-service-design-toolbox-the-cobra-kai-connection-da672b3232fd
3. Book: Designing Agentive Technology
   https://rosenfeldmedia.com/books/designing-agentive-technology
4. AI + Agencies : From conversation with Manolis Perrakis (Director of Innovation, WeAreSocial, Singapore) on Linkedin
5. https://www.youtube.com/@CorridorCrew
6. https://www.youtube.com/@TwoMinutePapers
7. BrXnd.AI Conference https://brxnd.ai/brxnd-nyc-2023/brxnd-nyc-creative-ai-work
8. AI + Art : From conversation with Harshit Agrawal (Ai Artist, Adobe Innovation) on LinkedIn
9. Other AI Artists:
   a. Mario Klingemann : https://quasimondo.com
   b. Sougwen Chung : https://sougwen.com
   c. Memo Akten : https://www.memo.tv
   d. Anna Ridler : http://annaridler.com
   e. Jake Elwes : https://www.jakeelwes.com
10. AI + Illustration: From conversation with Fabio Carbone of Illustroke.com
    a. Book: Daniel Schiffman - The Nature of Code https://natureofcode.com
    b. Book: Flatland - A romance of many dimensions
       https://www.goodreads.com/book/show/433567.Flatland
11. Board of Innovation : Age of CreativeAI Report
12. https://www.boardofinnovation.com/creative-ai