OODA Prompt Improvement Process V 1.0

Purpose:

Provide a structured framework for analyzing extracted GPT Q&A data, delivering actionable feedback, and guiding iterative prompt improvement to enhance clarity, efficiency, and output relevance.

Scope:

This document assumes you have already extracted Q&A data from source threads using Document 2 (Master Prompt for Thread Evaluation) and are now conducting analysis within your current evaluation session (Document 1 context).

Process Overview:

1. Data Input:

- Receive Q&A extraction data from Document 2 outputs.

- If data is large, process in manageable chunks using the `cgo` continuation codeword.

2. Initial Review:

- Scan Q&A pairs for relevance and completeness.

- Identify and exclude any residual off-topic or duplicate lines missed in extraction.

3. Diagnostic Tag Analysis:

- Review diagnostic flags for each Q&A pair (Prompt type, Clarity, Issue, Fix, Match, Clarified, Rating, Efficiency, Turns).

- Highlight patterns such as frequent clarity issues, repeated reprompting, or mismatch between intent and output.

4. Aggregate Metrics:

- Compute session-level summaries such as average clarity rating, efficiency distribution, reprompt frequency, and common issues.

- Summarize session intent vs. outcome alignment.

5. Feedback Generation:

- Compose concise feedback focusing on:

- Top strengths to reinforce

- Key areas needing improvement

- Recurrent mistakes requiring attention

- Suggestions for prompt construction refinement

- Use plain language avoiding jargon to ensure understandability.

6. Action Plan Development:

- Recommend specific, achievable steps for next prompt iterations.

- Prioritize improvements based on impact and feasibility.

7. Reporting:

- Prepare a session summary report following Document 1’s structure.

- Include examples from Q&A data to illustrate points where useful.

Cross-Document Integration:

- Reference Document 1 for session metadata and contextual setup.

- Utilize diagnostic data extracted via Document 2 for analysis inputs.

- Upon completion, trigger Document 4 to close session and generate artifacts (Documents 5 and 6).

- Encourage uploading Document 6 data in future sessions for continuity and trend tracking.

Guidelines:

- Maintain brevity to optimize token usage.

- Emphasize actionable insights over exhaustive detail.

- Ensure clarity in all feedback to reduce ambiguity.

- Leverage diagnostic tags to prioritize issues effectively.

User Commands:

- Use codeword `cgo` to request continuation of chunked data processing.

- Issue "Close Session" when ready to finalize and generate reports.

This document empowers you to convert raw extracted data into meaningful insights, driving continuous improvement in GPT prompt effectiveness.