

GenAI Practice Pack

Planning, Testing, and Refining Generative AI Tasks

GenAI Task Planner

Use this planner before you begin a task. Define the goal. Define the format. Plan the review.

Task

Describe the task in one sentence.

Task:

Purpose

Describe why the task matters.

Purpose:

Desired Outcome

Describe what a good result looks like.

Outcome:

Audience

Describe who will read or use the result.

Audience:

Input

Describe what information the model will receive.

Input:

Output Format

Format:

Length:

Tone:

Constraints

Describe rules such as scope, time, or sensitivity.

Constraints:

Risks

Describe what could go wrong and how you will check it.

Risks:

Review Steps:

Success Check

Describe how you will decide the result is acceptable.

Acceptance Criteria:

Next Action if not acceptable:

Prompt Refinement Guide

Use this guide to improve weak outputs. Start with a draft. Add clarity. Add structure. Add context.

Step 1. First Attempt

Initial Prompt:

Model Output:

Strengths:

Weaknesses:

Step 2. Add Clarity

State the goal again. Remove vague wording.

Change made:

Revised Prompt:

Output:

Improvement observed:

Step 3. Add Structure

Name the format. Use examples.

Change made:

Revised Prompt:

Output:

Improvement observed:

Step 4. Add Context

Provide background or constraints.

Change made:

Revised Prompt:

Output:

Improvement observed:

Final Reflection

What helped most:

What patterns you will reuse:

What you would try next time: