

# 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: