Version-2 Summary – Workplace-AI-Prompts

This document provides a structured summary of Version‑2 (Phases 1–5), highlighting deliverables, unique value, and key takeaways. It can be used for quick reference, stakeholder updates, or as part of the GitHub repository documentation.

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| Phase | Focus Area | Deliverables | Unique Value / Differentiator |
| Phase-1 | Workflows & Chained Prompts | • Incident Management Playbook (DOCX) • Incident Tracker (Excel) • Workflow Diagram (PNG) | End-to-end process guidance (not just single prompts) with context-checks + escalation rules, refined from ITIL/Atlassian/PagerDuty. |
| Phase-2 | Prompt Meta-Guidelines | • Prompt Meta-Guidelines (DOCX) • Pre-Flight Checklist (Markdown) | Standardized context block + validation across all prompts, reducing hallucinations and errors. Adds sensitive data filters, fallback templates, and version tagging. |
| Phase-3 | Adoption Playbooks + KPIs | • Adoption Playbook (DOCX) • KPI Template (Excel) • Governance Checklist (MD) • Rollout Timeline Guide (MD) | Moves from 'tools' to organizational adoption with governance, training, rollout plans, and measurable ROI (time saved, rework reduced, satisfaction scores). |
| Phase-4 | Vertical Modules (Domain Adaptation) | • Framework (DOCX) • Sample Manufacturing Pack (MD) | Brings industry specificity (Manufacturing, Education, Healthcare) with domain constraints and tailored prompts/templates/case studies. |
| Phase-5 | Ethics & Guardrails | • Integrated with Phase-4 • Ethical Guardrails Checklist (MD) | Embeds safety, fairness, and compliance via policy-as-prompt, audit trails, bias checks, input/output validation, and safe fallback mode. |

# Key Takeaways

* Shift from Quantity → Quality: Unlike V1’s focus on 'more prompts/templates,' V2 prioritizes workflows, adoption, and real workplace fit.
* Industry-Ready: With vertical packs (manufacturing, education, healthcare), V2 positions the kit as more professional and practical.
* Built-In Safety: Guardrails (input sanitization, bias filters, audit trails) make it trustworthy and enterprise-acceptable.
* Measurable ROI: KPI templates ensure organizations can prove value — a critical gap most prompt libraries miss.
* Scalable & Modular: Each phase builds layers (playbooks → guidelines → adoption → verticals → ethics) so the kit can grow without chaos.