AI Starter Kit Project Roadmap

This roadmap breaks down the entire Admin & Facilities AI Starter Kit project into simple, step-by-step phases. Follow one phase at a time to reach your MVP (Minimum Viable Product) in 2 weeks and then expand.

# Phase 0 (30 min) — Repo Setup

- Create repo: Admin-Facilities-AI-Starter-Kit  
- Structure: README.md, Prompts/, Templates/, CaseStudies/  
- Add one-line purpose: 'Free AI starter kit for Admin & Facilities to save hours each week.'

# Phase 1 (Days 1–3) — First 30 Prompts

- Pick 5 categories from the list  
- Write ~6 prompts each (total 30)  
- Save each category in Prompts/ (e.g., Prompts/Visitor\_Management.md)

# Phase 2 (Days 4–5) — Next 30 Prompts

- Complete remaining 5 categories  
- Write ~6 prompts each  
- Total: 60 prompts (MVP target)

# Phase 3 (Day 6) — Templates

- Create 6 templates in Templates/:   
 \* Minutes of Meeting  
 \* Vendor Evaluation Rubric  
 \* Incident Report  
 \* Weekly Cleaning Schedule  
 \* Office Move Checklist  
 \* Hotel/Cab Booking Email

# Phase 4 (Day 7) — README + QA

- Expand README: overview, usage, categories, templates, launch link  
- QA check: remove duplicates, clean format, ensure prompt structure (role + goal + constraints)

# Phase 5 (Day 8) — Launch on LinkedIn

- Publish launch post with repo link  
- Use CTA: 'Comment KIT if you want me to DM the link'  
- Reply to every comment/DM same day

# Phase 6 (Days 9–14) — Track & Iterate

- Success metrics:  
 \* 1,000+ views  
 \* 50+ stars/downloads  
 \* 25+ comments/DMs  
 \* 2 collab requests  
- Refine 5–10 prompts and 1–2 templates based on feedback

# Phase 7 (Weeks 3–6) — V1 Expansion

- Scope V1: 120+ prompts, 12 templates, 3 chatflows, 2 case studies  
- Add CaseStudies/ and Chatflows/ folders  
- Build on existing repo structure

# MVP Snapshot

- 60 prompts  
- 6 templates  
- README  
- LinkedIn launch post  
- Timeline: 2 weeks