

# From Prompting to Production: Task-Agnostic Implementation Playbook

## How to use the framework and prompt guide inside any LLM

**Audience:** Non-technical users, business operators, founders, managers, consultants, creators, and professionals who want to use AI more reliably.

### Primary files used with this playbook:

- `from_prompting_to_production.md` - the core framework for building reliable AI workflows.
- `from_prompting_to_production_how_to_use.md` - the implementation guide with reusable prompts.

# 1. Purpose of This Playbook

This playbook explains how to use the two Markdown files as a practical workflow-building system inside your own LLM tool, such as ChatGPT, Claude, Gemini, Microsoft Copilot, or another AI assistant.

The goal is simple:

*Do not ask AI to complete an important task until you first define the workflow, constraints, sources, failure signals, and review gates.*

Most people use AI like a blank text box. They ask for the final answer immediately. That works for simple tasks, but it becomes risky when the work involves judgment, accuracy, business decisions, legal review, financial analysis, compliance, customer communication, software development, or public-facing content.

This playbook gives you a safer process.

It helps you move from:

*"AI, do this task for me."*

To:

*"AI, help me design a controlled workflow for this task, then run the workflow step by step, with validation before anything is used."*

## 2. The Core Idea in Plain English

AI language models do not follow instructions like traditional software. They predict likely answers based on the words, files, and context you provide.

When your instructions are vague, the AI does not always stop and ask for clarification. It often fills in the gaps with assumptions. Those assumptions may sound polished, but they can still be wrong.

The framework helps you reduce those guesses by defining six things before the AI begins the real work:

1. **The deliverable** - what the AI should produce.
2. **The constraints** - what the AI is not allowed to do.
3. **The source of truth** - what information the AI must rely on.
4. **The failure signals** - how you will know the output is wrong.
5. **The review gates** - where the AI must stop for human review.
6. **The acceptance criteria** - what must be true before the output is considered usable.

This is the difference between casual prompting and a production workflow.

## 3. What the Two Files Do

### 3.1 `from_prompting_to_production.md`

This is the core framework. It teaches the operating principles behind reliable AI work.

Use it to teach the AI session how you want it to behave.

The main ideas are:

- Constrain the AI before instructing it.
- Define success before the AI starts.
- Break work into validated steps.
- Map the work before execution.
- Never let the same system both propose and approve.
- Reduce variability in structural work.
- Design workflows as if they may be used in production.

### 3.2 `from_prompting_to_production_how_to_use.md`

This is the practical guide. It contains prompts that turn the framework into an operating process.

Use it when you need to:

- Start a new AI session correctly.
- Build a PRD for a task.
- Audit the PRD in a fresh session.
- Challenge a major recommendation before acting on it.

Together, the two files act like a lightweight operating manual for working with AI.

## 4. Who Should Use This Playbook

Use this playbook if you want AI to help with tasks such as:

- Reviewing documents
- Building business workflows
- Creating marketing content
- Writing standard operating procedures
- Summarizing research
- Creating customer onboarding processes
- Reviewing contracts or policies
- Preparing internal reports
- Designing sales workflows
- Building software requirements
- Creating compliance checklists
- Drafting investor, client, or executive materials

This playbook is task-agnostic. That means it does not matter what your specific task is. The process works because it helps you define the work before asking AI to perform it.

## 5. What You Need Before You Start

Before using this system, gather the following:

1. The two Markdown files:
  - from\_prompting\_to\_production.md
  - from\_prompting\_to\_production\_how\_to\_use.md
2. Access to an LLM tool:
  - ChatGPT
  - Claude
  - Gemini
  - Microsoft Copilot
  - Another AI assistant
3. A task you want to turn into a repeatable workflow.
4. Any source material the AI should use:
  - Documents
  - Policies
  - Notes
  - Contracts
  - Examples
  - Brand guides
  - Procedures
  - Research
  - Prior work product

**Important:** Do not upload confidential, regulated, customer, legal, financial, health, or company-sensitive information into an AI tool unless you are authorized to do so and the tool is approved for that use.

## 6. Beginner-Friendly Definitions

### LLM

An LLM is a large language model, such as ChatGPT, Claude, Gemini, or Copilot.

### Prompt

A prompt is the instruction you give the AI.

### Workflow

A workflow is a repeatable process for completing a task.

### PRD

A PRD means Product Requirements Document. In this playbook, think of it as a simple instruction sheet that defines what the AI should build, analyze, write, review, or produce.

### Constraint

A constraint tells the AI what it is not allowed to do.

Examples:

```
Do not use outside sources.  
Do not invent facts.  
Do not make legal conclusions.  
Do not change the meaning of the original text.  
Do not move to the next step until I approve.
```

### Source of Truth

The source of truth is the material the AI must rely on.

Examples:

```
Use only the uploaded policy.  
Use only the attached contract.  
Use only the company brand guide.  
Use only the approved examples.  
Use only the customer notes I provide.
```

## Failure Signal

A failure signal tells you when the AI output is wrong.

Examples:

The workflow fails if the AI invents facts.  
The workflow fails if it skips required approvals.  
The workflow fails if it uses sources I did not provide.  
The workflow fails if it produces content that sounds generic.

## Human Review Gate

A human review gate is a required pause point. The AI must stop and wait for a person to approve, reject, or revise the output before continuing.

## 7. The Full Workflow at a Glance

Use the two Markdown files in this sequence:

Step 1 - Open a new AI session.  
Step 2 - Upload both Markdown files.  
Step 3 - Ask the AI to read and adopt the framework.  
Step 4 - Describe the task you want to turn into a workflow.  
Step 5 - Let the AI ask clarifying questions.  
Step 6 - Build a Workflow PRD.  
Step 7 - Open a fresh AI session and audit the PRD.  
Step 8 - Revise the PRD.  
Step 9 - Turn the PRD into an operating workflow.  
Step 10 - Test the workflow on a low-risk task.  
Step 11 - Validate the output.  
Step 12 - Improve the workflow over time.

The most important rule:

*Do not let the same AI session both create and approve the workflow.*

Use a fresh session for audits and adversarial reviews.

## 8. Step-by-Step Instructions

### Step 1 - Open a New AI Session

Open your preferred AI tool and start a new chat.

Upload both files:

```
from_prompting_to_production.md  
from_prompting_to_production_how_to_use.md
```

Then paste this prompt:

Read the two attached files:

1. from\_prompting\_to\_production.md
2. from\_prompting\_to\_production\_how\_to\_use.md

I want to use these files to build a reliable AI workflow for a task that is specific to me.

Before we begin:

1. Confirm that you understand the purpose of both files.
2. Explain in plain English how these files should guide this session.
3. Identify the main rules I should follow when using AI for this workflow.
4. Do not create the workflow yet.
5. Wait for me to describe the task.

What should happen:

- The AI should confirm that it understands the files.
- It should explain how the framework will guide the session.
- It should wait for you to describe your task.

Do not continue if the AI immediately starts producing a workflow. Remind it to wait.

### Step 2 - Describe the Task

Now explain what you want to turn into a workflow.

Use plain English.

Examples:

```
I want to build a workflow for reviewing vendor contracts.
```

I want to build a workflow for creating weekly LinkedIn posts.

I want to build a workflow for summarizing customer feedback.

I want to build a workflow for onboarding new clients.

I want to build a workflow for reviewing invoices before payment.

### Use this prompt:

The task I want to turn into a workflow is:

[DESCRIBE YOUR TASK HERE]

Help me turn this into a structured AI workflow.

Before creating the workflow, ask me questions that will help define:

1. The exact output I need
2. What the AI is not allowed to do
3. What source material the AI should rely on
4. How we will know if the output is wrong
5. What steps should require human review
6. What should be out of scope

Do not draft the workflow until I answer your questions.

## Step 3 - Answer the Clarifying Questions

The AI should now ask you questions.

Answer clearly. You do not need to be technical.

Typical questions may include:

What should the final output look like?  
Who will use the output?  
What information should the AI rely on?  
What should the AI avoid doing?  
What would make the output unacceptable?  
Does a human need to approve the output before it is used?  
Are there examples of good outputs?  
Are there examples of bad outputs?  
What tone, format, or style should be used?  
What is outside the scope of this workflow?

The more specific your answers, the better the workflow.

## Step 4 - Build the Workflow PRD

Once you answer the questions, ask the AI to create a Workflow PRD.

Use this prompt:

Now create a Workflow PRD for this task.

Use the framework from the attached files.

The PRD should include:

1. Workflow name
2. Purpose
3. Intended user
4. Deliverable
5. Inputs required
6. Constraints
7. Source of truth
8. Out-of-scope items
9. Failure signals
10. Human review gates
11. Acceptance criteria
12. Final output format

Write it in plain English so a non-technical person can use it.

Do not create the actual workflow yet.  
Create only the PRD.

Save this PRD. It becomes the control document for the workflow.

## Step 5 - Audit the PRD in a Fresh Session

Open a new chat. This is important.

Upload both Markdown files again.

Paste the PRD created in the first session.

Then use this prompt:

Read the attached files:

1. from\_prompting\_to\_production.md
2. from\_prompting\_to\_production\_how\_to\_use.md

You are now acting as a workflow auditor.

You did not help create this PRD. Your job is to find weaknesses before the workflow is used.

Here is the Workflow PRD:

[PASTE PRD HERE]

Audit this PRD and identify:

1. Every unclear instruction

2. Every missing constraint
3. Every assumption that has not been stated
4. Every failure mode not covered
5. Every place where the AI might guess
6. Every place where a human review gate may be needed
7. Every way this workflow could produce a polished but wrong answer

Do not suggest improvements yet.

Only identify the gaps.

Return the gaps as a numbered list.

What should happen:

- The AI should produce a list of gaps.
- Some gaps may be obvious.
- Some gaps may surprise you.
- Treat every gap as a place where the AI might have guessed.

## Step 6 - Revise the PRD

Use the gap list to improve the PRD.

Paste this prompt:

Revise the Workflow PRD using the gap list below.

For each gap:

1. Add a clear instruction
2. Add a constraint if needed
3. Add a failure signal if needed
4. Add a human review gate if needed

Keep the PRD plain-English and easy for a non-technical person to use.

Here is the gap list:

[PASTE GAP LIST HERE]

Now you have a stronger PRD.

## Step 7 - Turn the PRD Into an Operating Workflow

Once the PRD is finalized, ask the AI to create the actual operating workflow.

Use this prompt:

Using the approved Workflow PRD below, create a repeatable AI workflow.

The workflow should include:

1. When to use this workflow
2. What files or information to provide
3. Step-by-step instructions
4. The exact prompt to use at each step
5. What the AI should produce at each step
6. When the AI must stop for human review
7. How to validate the final output
8. What to do if the output fails validation

Use plain English.

Here is the approved Workflow PRD:

[PASTE FINAL PRD HERE]

The result should be a repeatable operating process that you can reuse.

## Step 8 - Test the Workflow on a Low-Risk Task

Do not test the workflow first on your most important project.

Choose a low-risk example.

Use this prompt:

We are now going to run the approved workflow.

Follow the workflow exactly.

Do not skip steps.

Do not use outside sources unless the workflow allows it.

Do not guess if information is missing.

If information is missing, stop and ask me for it.

If a human review gate is reached, stop and wait for approval.

Here is the task:

[DESCRIBE REAL TASK]

Here are the inputs:

[PASTE OR ATTACH INPUTS]

## Step 9 - Validate the Output

After the AI completes the task, do not assume the output is correct.

Run a validation check.

Use this prompt:

Validate the output against the approved Workflow PRD.

Check:

1. Did the output match the required deliverable?
2. Did the AI follow all constraints?
3. Did the AI rely only on the approved source of truth?
4. Did the AI avoid out-of-scope work?
5. Did the AI trigger any failure signals?
6. Did the AI stop at required human review gates?
7. Did the final output meet the acceptance criteria?

Return:

- Pass / Fail
- Issues found
- Required corrections
- Whether the output is safe to use

Review the validation carefully before using the output.

## Step 10 - Improve the Workflow Over Time

After each use, ask yourself:

What worked?  
What failed?  
Where did the AI guess?  
Where did I give unclear instructions?  
What constraint should be added?  
What source material was missing?  
What review gate should be added?

Then update the PRD and workflow.

Use this prompt:

We just ran this workflow.

Here is what happened:

[DESCRIBE WHAT WORKED AND WHAT FAILED]

Update the Workflow PRD and operating workflow to prevent the same issue from happening again.

Do not make the workflow more complex than necessary.  
Only add constraints, review gates, or acceptance criteria that improve reliability.

# 9. Master Template: Workflow PRD

Copy and use this template for any task.

```
# Workflow PRD

## 1. Workflow Name

[Name of the workflow]

## 2. Purpose

[What this workflow is designed to accomplish]

## 3. Intended User

[Who will use this workflow]

## 4. Deliverable

[The exact output the AI should produce]

## 5. Inputs Required

[Documents, notes, data, examples, policies, or other materials needed]

## 6. Constraints

The AI must not:

- [Constraint 1]
- [Constraint 2]
- [Constraint 3]

## 7. Source of Truth

The AI may rely only on:

- [Source 1]
- [Source 2]
- [Source 3]

## 8. Out of Scope

The AI should not:

- [Out-of-scope item 1]
- [Out-of-scope item 2]
- [Out-of-scope item 3]

## 9. Failure Signals

The workflow fails if:

- [Failure signal 1]
- [Failure signal 2]
- [Failure signal 3]

## 10. Human Review Gates

The AI must stop for human review:
```

- [Review gate 1]
- [Review gate 2]
- [Review gate 3]

#### ## 11. Acceptance Criteria

The output is acceptable only if:

- [Acceptance criterion 1]
- [Acceptance criterion 2]
- [Acceptance criterion 3]

#### ## 12. Final Output Format

The final output should be formatted as:

[Describe format]

# 10. Master Template: Operating Workflow

Once the PRD is complete, turn it into this:

```
# Operating Workflow

## Workflow Name

[Name]

## When to Use This Workflow

[Describe when this workflow should be used]

## Before You Start

Gather:

- [Input 1]
- [Input 2]
- [Input 3]

## Step 1 - Prepare the Inputs

Instruction to AI:

[Prompt]

Expected output:

[What the AI should return]

Human review required?

[Yes / No]

## Step 2 - Analyze the Inputs

Instruction to AI:

[Prompt]

Expected output:

[What the AI should return]

Human review required?

[Yes / No]

## Step 3 - Produce Draft Output

Instruction to AI:

[Prompt]

Expected output:

[What the AI should return]

Human review required?
```

[Yes / No]

#### ## Step 4 - Validate the Output

Instruction to AI:

[Prompt]

Expected output:

[Pass / Fail / Corrections Needed]

Human review required?

Yes

#### ## Step 5 - Finalize

Instruction to AI:

[Prompt]

Expected output:

[Final output]

Human review required?

Yes, before external use.

# 11. Prompt Package for Beginners

The user can copy and paste these prompts in order.

## Prompt 1 - Start the Session

Read the two attached files:

1. from\_prompting\_to\_production.md
2. from\_prompting\_to\_production\_how\_to\_use.md

Use these files as the operating framework for this session.

I want to build a reliable AI workflow for a task that is specific to me.

Before we begin:

1. Confirm that you understand both files.
2. Explain how they should guide this session.
3. Identify the main rules I should follow.
4. Do not create the workflow yet.
5. Wait for me to describe the task.

## Prompt 2 - Define the Workflow

The task I want to turn into a workflow is:

[DESCRIBE TASK]

Before creating the workflow, ask me questions to define:

1. The exact output I need
2. What the AI is not allowed to do
3. What source material the AI should use
4. How we will know if the output is wrong
5. What steps require human review
6. What is out of scope

Do not draft the workflow until I answer your questions.

## Prompt 3 - Create the Workflow PRD

Now create a Workflow PRD for this task.

Include:

1. Workflow name
2. Purpose
3. Intended user
4. Deliverable
5. Inputs required
6. Constraints
7. Source of truth
8. Out-of-scope items
9. Failure signals

10. Human review gates
11. Acceptance criteria
12. Final output format

Write it in plain English for a non-technical user.

Do not create the actual workflow yet.  
Create only the PRD.

## Prompt 4 - Audit the PRD in a Fresh Session

Read the attached files:

1. from\_prompting\_to\_production.md
2. from\_prompting\_to\_production\_how\_to\_use.md

You are acting as a workflow auditor.

You did not help create this PRD. Your job is to find weaknesses before the workflow is used.

Here is the Workflow PRD:

[PASTE PRD]

Audit this PRD and identify:

1. Every unclear instruction
2. Every missing constraint
3. Every unstated assumption
4. Every failure mode not covered
5. Every place where the AI might guess
6. Every place where a human review gate may be needed
7. Every way this workflow could produce a polished but wrong answer

Do not suggest improvements yet.

Only identify the gaps.  
Return the gaps as a numbered list.

## Prompt 5 - Revise the PRD

Revise the Workflow PRD using the gap list below.

For each gap:

1. Add a clear instruction
2. Add a constraint if needed
3. Add a failure signal if needed
4. Add a human review gate if needed

Keep the PRD plain-English and easy for a non-technical person to use.

Here is the gap list:

[PASTE GAP LIST]

## Prompt 6 - Create the Operating Workflow

Using the approved Workflow PRD below, create a repeatable AI workflow.

The workflow should include:

1. When to use this workflow
2. What files or information to provide
3. Step-by-step instructions
4. The exact prompt to use at each step
5. What the AI should produce at each step
6. When the AI must stop for human review
7. How to validate the final output
8. What to do if the output fails validation

Use plain English.

Here is the approved Workflow PRD:

[PASTE FINAL PRD]

## Prompt 7 - Run the Workflow

We are now going to run the approved workflow.

Follow the workflow exactly.

Do not skip steps.

Do not use outside sources unless the workflow allows it.

Do not guess if information is missing.

If information is missing, stop and ask me for it.

If a human review gate is reached, stop and wait for approval.

Here is the task:

[DESCRIBE REAL TASK]

Here are the inputs:

[PASTE OR ATTACH INPUTS]

## Prompt 8 - Validate the Output

Validate the output against the approved Workflow PRD.

Check:

1. Did the output match the required deliverable?
2. Did the AI follow all constraints?
3. Did the AI rely only on the approved source of truth?
4. Did the AI avoid out-of-scope work?
5. Did the AI trigger any failure signals?
6. Did the AI stop at required human review gates?
7. Did the final output meet the acceptance criteria?

Return:

- Pass / Fail
- Issues found
- Required corrections
- Whether the output is safe to use



## 12. Beginner Checklist

Use this checklist every time you build a new workflow.

- I opened a new AI session.
- I uploaded both Markdown files.
- I asked the AI to read and understand the files.
- I described the task I want to turn into a workflow.
- I let the AI ask clarifying questions.
- I answered those questions clearly.
- I asked the AI to create a Workflow PRD.
- I opened a fresh AI session.
- I uploaded the files again.
- I pasted the PRD into the new session.
- I asked the new AI session to audit the PRD.
- I revised the PRD based on the audit.
- I asked the AI to turn the PRD into an operating workflow.
- I tested the workflow on a low-risk task.
- I validated the output.
- I updated the workflow based on what failed.

## 13. Common Mistakes

### Mistake 1 - Uploading the Files but Not Using Them

Just attaching the files is not enough. You must tell the AI:

```
Use these files as the operating framework for this session.
```

### Mistake 2 - Asking for the Final Output Too Soon

Bad:

```
Create my client onboarding process.
```

Better:

```
Help me build a governed workflow for creating a client onboarding process.
```

### Mistake 3 - Skipping the PRD Audit

The PRD audit is where hidden assumptions get exposed. Skipping the audit means the AI may build a workflow around unclear or missing instructions.

### Mistake 4 - Not Defining Failure

If you do not define failure, the AI may produce something that looks complete but is wrong.

Always define:

```
This workflow fails if...
```

### Mistake 5 - Letting the AI Approve Itself

A system that reviews its own work is not a reliable review system. Use a fresh session.

### Mistake 6 - Forgetting the Human Review Gate

For important work, the AI should not be the final authority. Use human review before sending, publishing, approving, deploying, or relying on the output.

## 14. When to Use a Fresh AI Session

Use a fresh session when you need the AI to challenge, audit, or review prior work.

Use a fresh session for:

- PRD audits
- Adversarial reviews
- Major business decisions
- Architecture decisions
- Legal or compliance workflow review
- Vendor or tool recommendations
- Final validation before external use

Why this matters:

If the same AI session helped create the original answer, it may be biased toward defending it. A fresh session gives you a cleaner review.

# 15. Adversarial Review Prompt for Any Recommendation

Use this when the AI, a colleague, or a consultant recommends something important.

Read the attached framework file.

You are a skeptical reviewer. You did not help create this recommendation.  
Your job is to find every way this recommendation could fail.

Here is the recommendation:

[PASTE RECOMMENDATION]

Identify:

1. Every assumption that has not been validated
2. Every risk that could appear in real-world use
3. Every cost, complexity, compliance, or operational issue
4. Every way this could fail at higher usage or scale
5. The single most dangerous assumption in the recommendation

Do not defend the recommendation.

Do not balance pros and cons.

Find the weaknesses only.

# 16. Simple Example: Turning a Task Into a Workflow

## Original request

Use AI to help me review vendor contracts.

## Better workflow request

Help me build a governed AI workflow for reviewing vendor contracts. Before creating the workflow, ask me what types of contracts are included, what policies to use, what risks to flag, what the AI must not do, and where human legal review is required.

## Example constraints

Do not provide legal advice.  
Do not approve a contract.  
Do not rely on general legal knowledge unless allowed.  
Do not skip human review.  
Do not invent missing terms.

## Example source of truth

Use only:

- The uploaded vendor contract
- The company's contract review policy
- The approved fallback clause library
- The approval matrix

## Example failure signals

The workflow fails if it misses auto-renewal terms, payment obligations, termination rights, indemnity language, data privacy obligations, or approval requirements.

## Example review gate

Stop after producing the contract risk table.  
Wait for human approval before drafting the final review memo.

## 17. Final Operating Principle

Do not start with the task.

Start with the workflow.

Do not let the AI guess.

Define the constraints.

Do not trust polished output.

Validate it.

Do not let the same AI approve its own work.

Use a fresh session.

Do not treat AI as magic.

Treat it as a system that needs instructions, boundaries, review, and continuous improvement.

That is how you move from prompting to production.