Team prompt library



We create ten prompts for one team with input examples and human review criteria.

Who it helps

Operations and systems owners

The problem to solve

Staff can get inconsistent AI output when prompts and review expectations differ for the same task.

Working through the brief

1. **Confirm approved team tasks**

   Gather the agreed inputs. Approved examples, permitted source material and the named human reviewer.

2. **Draft ten prompts with examples**

   Track “Approved task” and “Example input” together so the reviewer can connect the source information to the result.

3. **Specify human review checks**

   Use the library to give the team example inputs and a clear human check before results are used.

4. **Check the scope at handover**

   Platform, AI usage and connector subscriptions are separate.

Worked example

A reusable prompt relies on a product brief. Specify the required input and show the editor how to check the draft.

Read the service scope / AUT-014

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