

Name _____

How to Build a Prompt That Turns Chaos into a Plan

This worksheet helps you train an AI to act like a **team lead or project manager**- someone who can take messy ideas and turn them into an organized, step-by-step plan. By filling in each section, you'll build a detailed prompt that could generate a realistic timeline, checklist, or schedule for any group or personal project. Use it for class assignments, events, creative projects, or even your own hobbies.

Step 1 - Define the Role - Tell the AI exactly what kind of leader or organizer it should pretend to be. The role determines the tone, level of detail, and organization style of the final plan.

Examples: A high-school project manager organizing a group science fair entry. A team leader coordinating a community garden project. A creative director running a class magazine layout team. A logistics manager planning a one-day charity event.

Your Turn: You are a _____ who is responsible for _____.

Bonus Thought: What kind of tone should this person use? (professional, friendly, efficient, etc.)

Step 2 - Define the Task - Tell the AI what kind of plan you want it to create. Be specific about the goal, the kind of plan, and what you want included.

Examples: Create a detailed checklist of daily tasks for completing our environmental poster. Develop a step-by-step schedule for rehearsing and performing our class play. Make a weekly project plan showing deadlines, responsible people, and materials needed.

Your Turn: Your task is to _____

Follow-Up Question:

What does success look like when this plan is finished?



Step 3 - Add Context - Context explains *why* this plan exists and *who* it is for. Without context, the AI might plan something unrealistic or in the wrong tone.

Examples: The project is for our 10th-grade history class and will be graded on teamwork. The plan is for a community event with volunteers and limited supplies. The plan needs to fit into two weeks of class time, working only after school.

Name _____

Your Turn: The plan is for _____
and it needs to fit within _____.

Add Detail:

Who are the people involved and what are their general strengths or roles?

Step 4 - Add Constraints - Constraints are the limits or requirements that make your plan realistic and useful. These help the AI stay organized and practical.

Examples: Must be finished by a specific date. Total budget under \$50. Each team member has one main responsibility. Include checkpoints or milestones for progress. List materials or supplies needed.

Your Turn: List at least three specific limits or rules the AI should follow.

1. _____
2. _____
3. _____
4. _____

Extra Challenge: Add one "stretch goal" or quality requirement (for example: "Make sure the final plan includes reflection time or a backup plan").

Step 5 - Decide the Output Format - Tell the AI how to present the plan so it's easy to read or share. Format makes a huge difference in clarity and usefulness.

Examples: A table with columns for *Task*, *Person Responsible*, and *Deadline*. A day-by-day calendar outline. A bullet-point checklist organized by week. A short written report with sections labeled *Goals*, *Tasks*, *Timeline*, and *Budget*.

Name _____

Your Turn: Present the information as _____

(Be specific about how you want it organized-table, list, chart, report, etc.)

Step 6 - Build the Final Prompt - Now combine everything you wrote above into one strong, professional prompt.

Be sure to include all five parts: **Role, Task, Context, Constraints, and Output.**

Final Prompt:
