

Build something useful for your team.

Use your organisation's approved AI tool and non-confidential context. Try the first version with fictional records.

01 Create your context file

Paste this into your AI conversation. Answer the questions in your own words.

Help me create a context file about me and my team. Ask up to six questions, one at a time. Cover my role, who we serve, how I lead, how we work and what matters now. Ask for one example where my judgment mattered. Use my answers to draft a concise document headed 'About me and my team'. Flag gaps and ask me to correct it. Give me a plain-text version I can save and reuse.

Read and correct the document. Save your own copy as About me and my team.txt.

02 Make a useful first version

Attach or paste your reviewed context file. Then use this prompt.

Use my reviewed context file to help me build something useful for my team. Ask what I wish we could do or had available. If I'm unsure, suggest three things we could make, who would use each and what information each needs. Help me choose one and agree the smallest useful first version. Create it with the tools available here. If you cannot build it here, explain what is possible and the next step. Use labelled fictional data for a prototype and flag assumptions. Ask me to review it with someone who knows the work. Help us improve one thing. Pause before publishing, connecting accounts or contacting anyone.

What AI can create depends on the tools available in your conversation.

Review it with someone who knows the work

Are the facts and calculations supported? Does it help the person who will use it? What must change before anyone relies on it?

Try the worked example. At colinscotland.com/nldd, open the Northline dashboard. Choose Operations, then Protect the Aster launch. Inspect the records before deciding what you would ask the team.

