

Step 5. Test and Address Risks (10 minutes)



Check robustness and fairness.

- What happens if you vary the inputs?
- Which biases or blind spots might emerge?
- How would you adapt prompts to reduce bias?

Tip – Bias Awareness: Check your blind spots by asking: “Whose perspective is missing in this data?”

Tip – Critical Prompting: Ask the model itself to identify weaknesses in its own answer.

Step 6. Governance & Pitch Prep (5 minutes)



Think about use in real workflows.

- Who would actually use this prompt in a programme authority?
- What added value does it bring for decision-making, monitoring, or communication?

Prepare your 3-minute pitch:

1. State your prompt in plain words.
2. Explain why it matters for programme performance.
3. Highlight the expected impact.

Group Manual AI Prompt Co-Creation Exercise



Quick Validation Checklist

- Clear problem statement
- Context & data mapped
- At least one discussed prompt
- Risks and biases addressed
- Governance idea identified
- 3-sentence pitch prepared



Outcome

Each group leaves with a completed canvas and a 3-minute pitch to present in the wrap-up.

Step 1. Define the Challenge (10 minutes)



Clarify the problem your group is trying to solve.

- Write a short problem statement in Section 1 of the canvas.
- Explain why solving this challenge matters for programme performance.

Tip – Prompt to Objectives: Start with “I want a response that...” to clearly frame your goal.

Step 3. Draft Your Prompt(s) (15 minutes)



Write 1–2 candidate prompts.

Be specific and unambiguous.

Indicate expected format (text, scenario, checklist, dashboard alert).

Tip – Multiple Reformulations: Rephrase your prompt in at least 3 different ways (short, detailed, explanatory).

Select the best one.

Tip – Role Elicitation: Try starting with “Act as a programme evaluator...” or “Pretend you are a first-level controller...” to shape the answer’s perspective.

Step 2. Map the Context & Data (10 minutes)



Identify inputs and constraints.

- Which data sources will the AI need (e.g. spending flows, indicators, risks)?
- Which context matters most (timeframe, geography, regulations)?

Tip – Prompt Comparatives: Draft two variations of the same request (technical vs. managerial language) and compare how the scope changes.

Step 4. Anticipate the Output (10 minutes)



Decide what you want the AI to deliver.

- What type of result? (prediction, alert, recommendation, scenario, explanation)
- Who will use it? (programme manager, evaluator, communication officer)
- How should it be presented? (dashboard, narrative, plain-language summary)

Tip – Prompt Chaining: First ask the model for a list of ideas, then refine into a single detailed scenario or recommendation.