Session 3 Handout: Quality Gates and Your Library

FAST-03 Prompt Engineering for the Workplace · 7formations · Instructor: Wadood Chaudhary · All examples fictional

Why this session matters

Good prompts lower the error rate; they don't remove it. Every output still needs a decision before anyone relies on it, and some inputs should never reach the tool at all. This session gives you a three-door gate for outputs, a rule for overshared data, and a way to turn your best prompts into a library coworkers can trust.

Key concepts

1. The three doors

Door	When	Next step
Accept as draft	Facts check against the source; only light edits needed	Edit, then you send and own it
Revise	Fixable issues: one wrong fact correctable from source, length, tone, a missing heading	Fix in the prompt or by hand; recheck
Reject	Wrong job; invented material facts; restricted data in the thread	Discard; fix the prompt or input; report if data was involved

Every decision gets **one sentence tied to facts or data, never style.** "Reject: states a May 23 rain date not on the sheet." Not: "Reject: sounds robotic." Style issues are always revise.

"Accept as draft" never means "send unread." It means the draft is a sound starting point.

2. Restricted data already in a thread

If a guest's address, a card number, a child's details, or health information was pasted:

1. **Reject** the output, however good it looks.
2. **Report** under your employer's policy: what was entered, when, which tool.
3. **Restart** in a new chat with sanitized input.

Don't "ask it to forget." The data has already been sent to the service and may be retained under the vendor's and your employer's settings. A prompt can't undo that; only the people who manage the account can act on it.

3. Stripping an overshare

Before pasting any email or message, ask: *what does the task actually need?* Usually the question, not the person. Strip:

- names, contact details, addresses;
- children's names, ages tied to names, and any health information;
- account, card, or ID numbers;

- remarks about coworkers or complaints (route those to a manager).

4. Ownership

The person who sends it owns it. Not the vendor, not the prompt-library owner, not "the AI." If you wouldn't sign it, don't send it.

5. A library people trust

A prompt library is a shared set of tested prompts. Each entry carries:

Field	Why
Task name and owner	Someone keeps it current
Source to fence	Everyone binds to the same facts
Prompt (five parts)	Consistent quality
Check step and gate rule	Every user checks the same way
Strip list	Data rules travel with the prompt
Last tested (date, tool)	Models change; retest after updates
"Do not use for"	Keeps it out of the wrong jobs

Swap test: a partner runs your prompt cold, without asking you anything. Every question they want to ask is a missing instruction.

Worked example: gating three outputs

Output	Door	Reason
"Children under 12 must be accompanied by an adult; no lifeguard on duty. Sign up by May 13."	Accept as draft	All facts match the sheet
Same, but "Sign up by May 15"	Revise	One date wrong; correct from the sheet
"Bring your dog! Pets welcome on the beach."	Reject	Invented policy; pets not in the sheet

Checklist: gate and library

- ☐ Input stripped of everything the task doesn't need.
- ☐ Output gated: door plus one fact or data sentence.
- ☐ Restricted data in thread? Reject, report, restart.
- ☐ Library entry has all seven fields.
- ☐ Partner cold test passed; questions turned into instructions.
- ☐ Retest date on the calendar.

Do and don't

Do	Don't
Gate every output before use	Send an "accept" without reading
Reject on facts, data, or wrong job	Reject because of style
Report overshares promptly	Ask the AI to forget
Store the library in an approved shared place	Keep the team's prompts in personal chat history
Retest after tool updates	Assume June's prompt still works in October

Try this at work

1. Gate your next five AI outputs and log the door and reason.
2. Write three library entries for tasks you do weekly.
3. Ask a coworker to run one cold; fix what they asked about.
4. Agree with your manager where the team library lives and who reviews it.

Glossary

Term	Meaning
Quality gate	A decision point an output must pass before use
Overshare	Information pasted into a prompt that the task doesn't need
Strip list	Items always removed before a prompt
Prompt library	A shared, maintained set of tested prompts
Swap (cold) test	A partner runs your prompt without your help
Ownership	Accountability of the sender for what is sent

Key takeaways

- Three doors: accept as draft, revise, reject, each with a fact or data reason.
- Overshare: reject, report, restart. Never "forget."
- The sender owns it. The library makes good prompts the default.