

FLOW Field Card

THE OPERATIONAL LOOP · WORKSHOP REFERENCE

F

FRAME — Define the judgment problem before you open the tool.

Clarity — name what matters and cut what doesn't

USE VERBATIM

- What decision does this analysis serve — and who makes it?
- What do I know about this situation that the AI cannot access?
- What does a wrong output look like, and how will I catch it?

PITFALL · Starting with the tool before the problem is named.

L

LEARN — Use AI to gather, generate, and expand — with discipline.

Curiosity — stay with uncertainty long enough to find what is true

USE VERBATIM

- What context must I encode before this tool produces something useful?
- What assumptions is this output making that I have not verified?
- What is the AI not saying — and does that silence matter?

PITFALL · Accepting the first output because it looks professionally structured.

O

OPTIMISE — Apply your judgment — override, annotate, and correct.

Connection — read what is not being said; encode what the tool misses

USE VERBATIM

- Which outputs are technically correct but politically unusable?
- What would the most sceptical stakeholder challenge in this?
- What did I catch that the AI missed — and have I documented it?

PITFALL · Editing for style when the real gap is in substance or context.

W

WRAP-UP — Document your judgment decisions, not just the output.

Commitment to Value — anchor every output to the business outcome

USE VERBATIM

- What judgment calls did I make in this session — and why?
- Which stakeholder needs to review this before it moves forward?
- What would I do differently next time — and have I written that down?

PITFALL · Treating the AI output as the deliverable rather than your judgment about it.

A

ACCOUNTABILITY — Connect output to the decision it must serve. Name who acts.

All four Cs — the integration point where judgment becomes visible

USE VERBATIM

- What specific decision does this output now enable?
- Who must act, and what do they need to know that is not in the output?
- What is the one paragraph this output cannot write — that I must write?

PITFALL · Delivering output without a paragraph telling the reader what to do with it.

COMPLETE Prompt Architecture

C · O · M · P · L · E · T · E

EIGHT COMPONENTS, IN TWO MOVES. MOST PEOPLE USE TWO COMPONENTS AND SKIP THE MOVES.

1 · UNDERSTANDING THE TASK

C

CONTEXT — Understanding the background and business situation.

Clarity — what would a neutral reader miss that I must encode?

My context in one sentence:

O

OBJECTIVE — Clearly define the desired outcome.

Commitment to Value — BABOK defines what 'done' means

Decision-ready means:

M

MODE — Specify the AI role or perspective. "Review this backlog as a compliance auditor."

Curiosity — which approach serves this specific problem?

AI role / perspective:

P

PARAMETERS — Define constraints, rules and boundaries.

Connection — who must this land with, and what belongs to them?

Constraints & boundaries:

2 · DESIGNING THE RESPONSE

L

LAYOUT — Specify the desired structure and format.

Clarity — the right structure makes the judgment visible

Output format:

E

EXAMPLE — Provide examples or reference outputs.

Commitment to Value — your professional standards are the benchmark

A well-formed example from my work:

T

TONE — Define writing style and audience.

Connection — the right register is the one this audience trusts

This audience needs:

E

EXECUTION — Describe the final deliverable and expected action.

Clarity — you cannot evaluate against a standard you have not defined

Deliverable & expected action:

Before you prompt — five questions, answered before you type.

- 1 ☐ I can name the decision this output will serve, and who makes it.
- 2 ☐ I have encoded the stakeholder context the AI cannot access.
- 3 ☐ I have defined what 'decision-ready' looks like for this specific task.
- 4 ☐ I have not skipped the COMPLETE components I typically avoid.
- 5 ☐ I have a criterion for evaluating the output before it feeds a decision.