

PROMPT ENGINEERING CHEAT SHEET



OPUS

This framework draws inspiration from how humans solve problems and communicate effectively. It's particularly useful when you're prompting for *analytical thinking*, *summarization*, or *solution generation*.

OBSERVE

Present the input, data, scenario, or content to be analyzed

- Analyze examples similar to the desired output
- Identify key characteristics: structure, style, content
- Gain valuable insights for prompt creation

"Here is a summary of our quarterly metrics: Revenue is up 15%, churn is down 2%, but NPS dropped from 72 to 65. Observe the key shifts in customer satisfaction and performance."

PROCESS

Break down the observed data into key parts or dimensions.

- Define specific task parameters
- Outline requirements: length, format, and style
- Identify essential elements to include

"Based on the summary, categorize the changes into 'positive performance', 'areas of concern', and 'neutral fluctuations'."

UNDERSTAND

Interpret the processed data to derive insights, relationships, or root causes.

- Contextualize prompts within AI model's capabilities
- Conduct iterative testing to refine prompt design

"Analyze why the NPS might have dropped despite improved revenue and lower churn. Include customer sentiment, onboarding, or support factors."

SYNTHESIZE

Present a cohesive output — whether it's a summary, strategy, plan, or recommendation.

- Craft comprehensive, detailed prompts
- Guide AI to mimic desired tone, style, and content
- Include specific instructions for specialized tasks

"Summarize your insights into three actionable recommendations for the leadership team to improve NPS next



R T F

This framework is particularly helpful when you need the AI to perform **multi-step tasks**, follow specific methods, or **deliver consistent, high-quality outputs** like strategies, reports, code, or narratives.

Role

Define the persona or perspective (e.g., "Act as a data analyst").

Assign a persona or point of view for the AI to adopt.

"You are an experienced technical program manager working at a Fortune 100 company."

Task

Specify the action or objective (e.g., "Analyze this dataset for trends").

Define exactly what the AI should do.

"Summarize the key risks in this product launch plan and recommend mitigation strategies."

Format

Indicate the desired output format (e.g., "Provide a summary report").

Tell the AI how to deliver its response (layout, structure, or style).

"Respond in a markdown table with columns for 'Risk', 'Impact', and 'Mitigation Plan'."



RISEN

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