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**.

• BSERVE

ROCESS

Break down the observed data

into key parts or dimensions.

- 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."

- 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'."

NDERSTAND

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

- Contextualize prompts within Al 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."

• Craft comprehensive, detailed prompts

• Guide Al to mimic desired tone, style, and content

Include specific instructions for specialized tasks



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



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

RTF

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."

Role

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

Define exactly what the AI should do.

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

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'."



Task

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

Format

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

RISEN

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1.

2.

3.

Role Assign a specific role to the Al

Assign a clear role or persona to the AI to give context, authority, and communication

"You are a senior UX designer specializing in mobile accessibility."

Input Provide necessary information or context

Steps Outline procedure or methodology

Define how the AI should approach the task. Give it a mini-process to follow.

Supply the relevant data, context, or

- information for AI to use.

Show sample outputs, answer formats, or layouts to model the expected result.

confusing on tablets'." "Follow these steps:

"Here is the user feedback from our

beta app launch: 'The font is hard to

read', 'Buttons too small', 'Navigation

Analyze each complaint Categorize by usability area Propose a UX solution per category"

"Example format: **Issue: Small font** Category: Visual Accessibility Solution: Increase base font size from 12px to 16px using scalable units."

"Once the issues are categorized and solutions proposed, recommend a timeline for implementing the changes."

Next Steps Suggest next actions

Suggest follow-up actions, refinements, or how to continue the conversation.



Examples Offer ex. to guide response