

# Getting Started with LLMs

Five stages for shaping, building and improving work with AI

## The Project Flow

|                                                                                    | STAGE                               | WHAT HAPPENS                                                                                                                                                                                                                                         | EXAMPLE PROMPT                                                                                                                                          | EXPECTED OUTPUT                                                                          |
|------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|    | <b>01<br/>Talk through the idea</b> | Explore your situation, audience, workflow, frustrations, past attempts and goals in depth. Share examples and materials. Invite questions and challenge assumptions. Review the LLM's summary until it reflects your intentions and open questions. | I have an idea: [idea]. Explore it with me. Ask one question at a time about my situation and goals. Challenge assumptions before proposing a solution. | A shared understanding of the situation, needs, goals, possibilities and open questions. |
|    | <b>02<br/>Decide what to create</b> | Compare documents, learning academies or applications. Discuss the user experience, access, tools and maintenance. Choose a manageable first version and agree what it should accomplish.                                                            | Compare formats for this idea. Explain the user experience, tools and effort for each. Help me choose a useful first version.                           | A chosen format and first-version scope.                                                 |
|  | <b>03<br/>Plan it together</b>      | Develop the content and structure using your sources and branding. Review samples or design options together. Resolve key choices and agree quality criteria before building.                                                                        | Using [materials], show a proposed structure and sample for [output]. Work through the choices with me before building.                                 | An agreed structure, sample and quality criteria.                                        |
|  | <b>04<br/>Create and try it</b>     | Create the agreed version in checkpoints. Get opening and setup instructions. Try it as the intended user and record what works, what is confusing and what is missing.                                                                              | Create our agreed version. Tell me how to open it, what setup I need and what to test. Flag unfinished features.                                        | A working draft, access instructions and trial feedback.                                 |
|  | <b>05<br/>Improve and continue</b>  | Explain your feedback and why it matters. Check against the goal and sources, revise and try again. Save the version, decisions, open questions and next action.                                                                                     | Here is my feedback: [feedback]. Revise the work against our goal. Save a summary of decisions, gaps and next steps.                                    | An improved version and a saved continuation summary.                                    |

## Better Inputs and Better Reviews

### Describe the experience

Describe what people will use and where. Ask which tools can create and run it.

### Keep the conversation going

Invite questions and challenge assumptions. Review before expanding the work.

### Make quality observable

Check claims against sources and try the result as the intended user.

### Give useful context

Share sources, examples, audience and constraints throughout the conversation.

### Keep a project home

Keep sources and decisions together. Provide relevant context in new sessions.

### Set practical boundaries

State what the LLM may change. Use approved sources and fictional sensitive examples.