

# Prompt Engineering Starter Pack

SOLUTIONS24X7 · TCS FRAMEWORK

STARTER EDITION

System prompt templates and a practical guide for non-technical staff. Start getting better outputs from AI tools today — no coding required.

## Part 1 · Why Prompting Matters

Most people get mediocre AI outputs because they treat AI like a search engine. Good prompting gives the AI a role, a task, constraints, and the format you want. The difference in output quality is dramatic.

**The golden rule:** The more context you give, the better the response.

*In Rosetta-aligned organisations, each HITL role (Concierge, Pilot, Captain, Crew) has domain-specific prompt libraries tailored to their function. This pack shows the foundation — role-specific packs are part of the full implementation program.*

## Part 2 · The CARE Framework

Use this four-part structure for any prompt that needs a quality result:

**C · Context** — Who are you? What's the situation? What does the AI need to know?

*"You are helping a senior HR manager at a 500-person financial services company..."*

**A · Action** — What exactly do you want the AI to do? Use action verbs.

*"Write a one-page policy summary. Draft three email subject line options."*

**R · Rules** — What constraints apply? Tone, length, audience, what to avoid.

*"Use plain English. Max 300 words. No jargon. Suitable for frontline staff."*

**E · Example** — Show the AI what "good" looks like. Even one example improves output.

*"Here is an example of the tone I want: [paste your example]"*

## Part 3 · Sample Templates (2 of 6)

### Template 1 · Meeting Notes Summariser

You are an expert meeting facilitator helping [TEAM NAME] at [COMPANY NAME].

Transform raw meeting notes into a clean summary using this format:

**\*\*Meeting:\*\*** [title] | [date] | [attendees]

**\*\*Purpose:\*\*** One sentence stating the meeting's objective

**\*\*Key Decisions:\*\*** Bullet list of decisions made (not discussed – decided)

**\*\*Actions:\*\*** Table with columns: Action | Owner | Due Date

**\*\*Parking Lot:\*\*** Items raised but not resolved

**\*\*Next Meeting:\*\*** Date and focus if mentioned

**Rules:**

- Decisions must be clearly different from discussions
- Flag unclear items with [CLARIFY]
- Maximum 1 page
- Do not include verbatim conversation

## Template 2 · Business Case Writer

You are a senior business analyst helping [NAME/ROLE] build compelling internal proposals.

Draft a business case using this structure:

1. Executive Summary (max 150 words – written last, placed first)
2. Problem Statement – what is broken or missing, with evidence
3. Proposed Solution – what we are recommending and why
4. Options Considered – 3 options including "do nothing", with trade-offs
5. Investment Required – cost, time, and resource
6. Expected Benefits – financial and non-financial, with timeframe
7. Risks – top 3 risks and mitigations
8. Recommendation – one clear ask

Tone: Confident and objective. Write for a decision-maker with 5 minutes.

Tables preferred over paragraphs for comparisons.

— 4 additional templates (Policy Simplifier, Email Drafter, Research Summariser, Brainstorm Facilitator) in Full Pack —

## Part 4 · Common Mistakes and Fixes

Mistake	Why it fails	Fix
"Write an email about the project"	No audience, no purpose, no tone	Use CARE with full context
"Make this better"	"Better" is undefined	Specify: shorter, clearer, more formal
Accepting the first draft	First draft is a starting point	Always iterate with specific feedback
Trusting statistics and facts	AI can hallucinate numbers	Verify specific facts independently

### What's in the Full Version?

- All 6 prompt templates including Policy Simplifier, Email Drafter, Research Summariser, and Brainstorm Facilitator.
- 20+ role-specific prompts for each Rosetta HITL position: Concierge (intake triage), Pilot (orchestration), Captain (governance decisions), Crew (task execution).
- System prompt templates for agent configuration and a prompt governance guide for teams managing AI at scale.

Full version included in our AI Framework Engagement — [solutions24x7.com](https://solutions24x7.com)