

Prompt Engineering: Repository

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Purpose

This article contains a collection of prompt engineering examples for different scenarios. The examples provided use both RTF and CREATE framework.

RTF – Role, Task, Format

Role – Define who the AI should act as

Task – Define what it must do

Format – Define how the output should appear

CREATE Framework

Character – Defines the role (e.g., Agile PM)

Request – Defines tasks

Examples – Show desired outputs

Adjustments – Define constraints

Types of Output – Word count, format, style

Evaluation / Extras– Ensure cohesion and alignment

Comparison at a Glance

Feature	RTF Framework	CREATE Framework
Best For	Speed and structural clarity.	Precision and "vibe" control.
PM Use Case	Generating quick content	Preparing more advanced materials for client-facing decks.
Complexity	Low - Easy to remember on the fly.	High - Requires more setup for better nuance.

Technical Leadership & Architecture

Summarize Technical Document

Desired outcome

Summarize a technical document in clear, non-technical language. Focus on key concepts, system components, and the purpose of the solution. Keep it under 200 words.

RTF – Role, Task, Format

Role: You are an expert Technical Program Manager who excels at explaining complex cloud infrastructure to non-technical C-suite executives.

Task: Review the attached technical specification and summarize it for a non-technical customer. Focus on the "what" and "why" of the system components rather than the "how."

Format: A concise "Elevator Pitch" style summary under 150 words.

Source Document: [upload document]

CREATE Framework

Character: You are a Senior Cloud Architect known for being a patient mentor.

Request: Summarize the attached technical document for a new project manager who has no engineering background.
Examples: Focus on the purpose like "This tool acts as a traffic cop for data" rather than "This is a load balancer using a round-robin algorithm."
Adjustment: Keep the tone encouraging and professional. Ensure the total length is under 200 words.
Type: A structured summary with a "Purpose" section and a "System Overview" section.
Extras: Do not include any mention of specific coding languages or database versions.
Source Document: [upload document]

Summarize Technical Document for Specific Audience

Desired Outcome

Create a summary of a technical document written for senior leadership. Focus on business value, risks, dependencies, and impact. Avoid detailed technical jargon.

RTF – Role, Task, Format

Role: You are a Strategic Business Consultant specializing in Cloud Transformation.
Task: Analyze the attached document and summarize it for an executive audience. Prioritize the ROI (Business Value) and the Business Risks. Identify any high-level Dependencies that could delay time-to-market.
Format: Use four bolded headers: Business Value, Risks, Dependencies, and Bottom-Line Impact. Keep the entire response under 200 words.
Source Document: [upload document]

CREATE Framework

Character: You are a Senior Technical Product Manager.
Request: Review the technical document and provide a summary centered on project viability.
Examples: Highlight dependencies like "Integration with 3rd party billing" as a high-priority item.
Adjustment: Focus 60% of the summary on Risks and Dependencies, as these are the senior leadership's primary concerns.
Type: A structured memo format.
Extras: Use a "Impact Score" (High/Medium/Low) for the business value and risk sections.
Source Document: [upload document]

Summarize Technical Document with a Structured Format

Desired Outcome

Provide a structured summary of this technical document using the following sections:

1. **Overview**
2. **Objectives**
3. **Architecture Summary**
4. **Key Components**
5. **Technical Risks**
6. **Dependencies**
7. **Open Questions**

Keep each section concise.

RTF – Role, Task, Format

Role: You are an expert TPM at a Tier-1 cloud provider, known for distilling complex engineering specs into actionable project roadmaps.

Task: Analyze the provided technical document and extract the core project data. Ensure the "Architecture Summary" and "Key Components" are described in terms of their function, and the "Risks" and "Dependencies" focus on potential project delays or resource constraints.

Format: Provide a structured summary using exactly these headers: Overview, Objectives, Architecture Summary, Key Components, Technical Risks, Dependencies, and Open Questions. Keep each section limited to 2–3 concise bullet points.

Source Document: [upload document]

CREATE Framework

Character: You are a Cloud Solutions Architect who acts as the bridge between the Engineering team and the Business stakeholders.

Request: Summarize this technical document using the structure: Overview, Objectives, Architecture Summary, Key Components, Technical Risks, Dependencies, and Open Questions.

Examples: For "Objectives," focus on the problem being solved. For "Key Components," list the main services (e.g., S3, Lambda, RDS) and their specific roles.

Adjustment: Use a neutral, informative tone. Ensure the "Architecture Summary" is a high-level conceptual view, not a line-by-line infrastructure list.

Type: A structured technical brief.

Extras: If the source document is missing information for "Open Questions," suggest 2 logical questions a PM should ask the lead engineer.

Source Document: [upload document]

Project Management Governance

Identify Risks

Desired Outcome

Summarize a Custom Development contract and extract the top 5 key points, top 3 risks, and any assumptions or dependencies mentioned.

RTF – Role, Task, Format

Role: You are a Delivery Project Manager responsible for overseeing a third-party vendor's execution of a custom software contract.

Task: Review the attached development contract. Extract the critical operational data I need to manage this vendor. Specifically, identify the core deliverables, the primary risks to our timeline, and any dependencies we (the client) must provide to avoid breach of contract.

Format:

Top 5 Key Points: Focus on milestones and delivery dates.

Top 3 Risks: Focus on penalty clauses, "force majeure," or vague scope definitions.

Assumptions & Dependencies: List what the vendor expects from our internal teams (e.g., access, approvals).

Source Document: [upload document]

C.R.E.A.T.E. Framework

Character: You are a Project Manager responsible for ensuring a high-value client's custom development solution is delivered on time and within scope.

Request: Summarize this project document and extract the top 5 key points, top 3 risks, and any assumptions or dependencies mentioned.

Examples: A "Key Point" should be a major client-facing milestone (e.g., UAT start date). A "Risk" should be anything that impacts client trust or delivery (e.g., "delayed feedback loops"). An "Assumption" might be "The customer will provide test data by Week 3."

Adjustment: Maintain a professional and proactive tone. Highlight "Dependencies" that fall on the customer's side, as these are critical for your weekly status meetings.

Type: A "Customer Success & Delivery" Brief.

Extras: If the document mentions "Acceptance Criteria," list those specifically so I can track them against the final deliverable.

Communications & Stakeholder Management

Review and optimize email for the customer

Desired Outcome

Compose an email to the customer based on a draft. Refine and polish according to specific requirements, e.g. request information or provide an update.

Example 1

Act as a senior customer success leader and communication coach. Review the draft email below and optimize it to: 1. Promote trust 2. Reduce friction or unintended defensiveness 3. Increase clarity and precision 4. Improve likelihood of a constructive response 5. Drive toward a successful customer outcome Specifically: - Identify any phrases that may sound reactive, vague, overly technical, or subtly adversarial - Improve structure and flow - Strengthen outcome orientation - Ensure ownership language is balanced and professional - Tighten unnecessary language Then provide: A) A brief diagnostic analysis (tone, risk areas, improvement opportunities) B) A revised version of the email Maintain professionalism, confidence, and warmth. Avoid sounding robotic or overly corporate. Here is the draft: "[INSERT DRAFT EMAIL]."

Example 2 - Provide the customer with expectations of their tasks

RTF – Role, Task, Format

Role: Act as a Senior Project Manager with 30 years of experience in stakeholder communication.

Task: Analyze the attached draft email for passive-aggressive sentiment. Rewrite it to be assertive yet professional, ensuring all action items are clear for the customer.

Format: Present a brief sentiment critique followed by the rewritten email in a professional business format.

Email: [Insert draft email here]

C.R.E.A.T.E. Framework

Character: You are a supportive yet firm Project Lead.

Request: Refine the email to stakeholders. Analyze the attached draft email for passive-aggressive sentiment. Rewrite it to be assertive yet professional, ensuring all action items are clear for the customer.

Examples: Use a tone similar to: "We have encountered a hurdle, but our team is actively implementing a recovery plan to stay on track."

Adjustments: Keep the email under 150 words. Do not use corporate cliches like "circle back" or "synergy."

Type: External stakeholder update email.

Extras: Before providing the email, list the specific emotions you identified in my original draft and how you neutralized them.

Email: [insert draft email here]

Example 3 - providing a proactive project update to the customer

Role: Act as a Senior Project Manager with 30 years of experience in high-stakes stakeholder communication. You are known for being direct, composed, and expert at managing "difficult" client relationships through radical transparency and professional poise.

Task:

1. Sentiment Audit: Analyze the attached draft for passive-aggressive tones, "blame-shifting" language, or vague frustrations.
2. The Update: Rewrite the email to serve as a formal project status update. The tone must shift from defensive to assertive and collaborative.
3. Clarity: Clearly define the current progress, any blockers, and specific action items required from the customer to maintain the schedule.

Format:

1. Critique: A concise bulleted list identifying specific phrases that undermine professional credibility.
2. The Revised Email: A polished, executive-ready communication in a standard business format.

C.R.E.A.T.E. Framework

Character: Act as a Senior Project Manager with 30 years of experience in stakeholder communication. You are an expert at maintaining a high level of professional authority while fostering a partnership with clients.

Request: Analyze the attached draft email for passive-aggressive sentiment and "blame-shifting." Then, rewrite it into a proactive project status update.

Examples: (Optional: You can provide a specific example of the "tone" you like, e.g., "The project is currently delayed

due to X, and we need your approval on Y to resume.")

Additions:

Shift the tone from defensive to assertive and collaborative.

Ensure all blockers are clearly highlighted.

The primary goal is to provide a transparent update that moves the project forward.

Type of Output: Present a brief bulleted sentiment critique followed by the rewritten email in a formal business letter format.

Extras: [insert extras here if required]

Email: [Insert draft email here]

Review and optimize an internal email

Desired Outcome

Compose an email to the customer based on a draft. Refine and polish according to specific requirements, e.g. request information or provide an update.

RTF – Role, Task, Format

Role: Act as a Senior Project Manager with 30 years of experience in technical vendor management and stakeholder communication.

Task: Analyze the attached draft email addressed to our System Consultant.

Critique: Identify any passive-aggressive sentiment that might undermine the professional relationship.

Rewrite: Ensure the tone is assertive, results-oriented, and technically precise. Focus on enforcing accountability, clarifying technical requirements, and setting firm deadlines for system deliverables.

Format: Provide a brief sentiment critique followed by the rewritten email in a professional business format.

Email: [Insert draft email here]

CREATE Framework

Character: You are a Senior Project Manager with a reputation for high-level technical oversight with emphasis on a collaborative style of management.

Request: Refine this email addressed to our System Consultant. Analyze the draft for passive-aggressive sentiment.

Rewrite it to be assertive and authoritative, ensuring all technical deliverables and deadlines are indisputable.

Examples: Use a tone focused on accountability and solution-mapping, similar to: "To maintain the project timeline, we require the revised architecture by Friday; please confirm your team has the resources to meet this milestone."

Adjustments:

Length: Keep the email under 150 words.

Language: Eliminate corporate fluff like "synergy," "circle back," or "touch base." Use language that maintains respect "I've found that consistent status updates are the best way to keep everyone in the loop and clear any hurdles early. I'd

appreciate your regular insights to ensure we have everything needed for a successful rollout."

Precision: Use direct verbs (e.g., "deliver," "execute," "resolve") instead of soft phrases.

Type: Consultant Performance & Milestone Update.

Extras: Before providing the email, list the specific emotions identified in my original draft (e.g., "frustration disguised as politeness") and explain how you neutralized them into professional requirements.

Email: [Insert draft email here]

Review and optimize email to a Vendor

Desired Outcome

Compose an email to a vendor to request an update on an outstanding order. Refine and polish according to specific requirements, e.g. request information or provide an update.

Role: Act as an Expert Procurement Manager with a background in supply chain negotiation. You have a reputation for being firm but fair, ensuring vendors adhere strictly to SLAs (Service Level Agreements).

Task: Translate the provided draft into a professional and firm inquiry to a vendor regarding a delayed order.

Highlight the impact of the delay on our operations.

Request a specific, guaranteed delivery date.

Maintain a tone that signals the urgency and the importance of our partnership.

Format: Provide the translated email including a clear subject line, followed by a brief explanation of why specific word choices were made to increase leverage.

Email: [Insert draft email here]