ChatGPT prompt library

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

No.	Task	Prompt	Who uses it	Review step

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

No.	Task	Prompt	Who uses it	Review step
1	*RFI*	*Draft an RFI to the architect. Issue: [describe]. Drawings: [sheet refs]. Spec: [section]. Ask one clear question, propose a solution, and state the schedule impact if not answered by [date].*	*PM / PE*	*Check sheet and spec refs*
2	*Minutes*	*Turn these rough site notes into meeting minutes with attendees, decisions, action items (owner, due date) and open issues: [paste notes]*	*PM*	*Confirm action owners*

How to fill it in