



AI Workflow Scorecard Prompts

AI INNER CIRCLE • WEEKLY INTELLIGENCE

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PROMPT

TASK SCORECARD: "Act as an AI operations consultant. For the business process [PROCESS], define one successful task, one failed task, and one partial success. Recommend measurable evidence for each outcome using only these available data points: [DATA POINTS]. Present the result as a table with Outcome, Definition, Evidence, and Review Frequency."

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PROMPT

CHANNEL MAP: "Review these customer conversation channels: [CHANNELS]. For each channel, identify the likely audience, primary intent, desired business outcome, suitable bot role, and required human fallback. Do not assume every channel should use the same bot. Return a channel routing matrix."

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PROMPT

TAG ROUTER: "Design a contact-tag routing plan for [BUSINESS TYPE]. Available segments are [SEGMENTS]. Create routing rules that state the tag, assigned bot role, intended action, fallback owner, and what should happen when multiple tags apply. Keep the rules simple enough to implement in HighLevel."

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BOT ROLE BRIEF: "Write a role brief for an AI conversation bot serving [AUDIENCE] through [CHANNEL]. Its single primary objective is [OBJECTIVE]. Include allowed actions, prohibited actions, required questions, escalation triggers, tone guidance, and the exact condition that marks the task complete."

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HANDOFF AUDIT: "Audit this AI workflow description for unsafe or unclear autonomous actions: [WORKFLOW]. Identify where human approval is required, where an internal notification should fire, what information the human needs, and how the contact should be tagged or moved in the pipeline during handoff."

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PROMPT

DEPENDABILITY REVIEW: "Using these workflow results [RESULTS], calculate no unsupported statistics. Instead, classify the evidence into successful tasks, failed tasks, partial completions, and unknown outcomes. Explain which missing fields or tracking events must be added before dependability can be assessed."

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PROMPT

TARGETED EDIT INSTRUCTION: "Rewrite the following workflow change request so an AI workflow builder can apply a tightly scoped edit: [CHANGE REQUEST]. Name the exact triggers or actions to change, the exact copy or configuration to replace, and every element that must remain untouched. Return only the final implementation instruction."

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CLIENT OFFER BUILDER: "Turn this workflow opportunity into a fixed-scope service offer: [OPPORTUNITY]. Include the business problem, audit deliverables, implementation deliverables, client responsibilities, exclusions, acceptance criteria, and an optional ongoing review service. Do not promise results that cannot be verified."

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PROMPT

WEEKLY ROI REVIEW: "Create a weekly review agenda for the AI workflow [WORKFLOW NAME]. The defined successful task is [SUCCESS CONDITION]. Include checks for completed tasks, exceptions, failed routes, human handoffs, pipeline movement, bookings, and one prioritized improvement for the next week."