

OUTLIERS DATA & AI CENTRE™

Prompt Engineering Toolkit™

Use generative AI safely and effectively

All staff / AI Champions / Governance · Flagship Edition 2026

Publication-ready resource for the Outliers Resource Library

1. Full Guide

Generative AI can boost productivity when used well and safely. This toolkit provides prompt patterns, a prompt library structure, acceptable-use rules and review controls so teams get value without creating risk.

Operating lifecycle

1. Learn — prompt fundamentals and patterns
2. Apply — use approved prompts and patterns
3. Govern — acceptable-use and data rules
4. Review — check outputs and manage risk
5. Share — contribute to the prompt library

Maturity model

L1 Initial	L2 Developing	L3 Defined	L4 Managed	L5 Optimised
Ad hoc / reactive	Basic, siloed	Standardised & governed	Quantified & integrated	Predictive & embedded

Key components

- Prompt patterns and techniques
- Prompt library
- Generative-AI policy
- Acceptable-use standard
- Output review and verification
- Data protection in prompts

2. Templates & Registers

Prompt pattern guide

Core patterns for reliable results.

Pattern	Use
Role + task + context	Set role, define task, give context
Few-shot examples	Show 1-3 examples of desired output
Step-by-step	Ask for reasoning then answer
Constrain & format	Specify length, format, tone
Ground with sources	Provide source text; ask to cite

AI prompt library

Reusable, approved prompts (structure).

Field	Example
Prompt ID	PR-001
Task	Summarise a policy document
Prompt	Role/task/context template
Approved?	Yes
Owner	Knowledge Mgmt

Generative-AI acceptable-use

What is and isn't allowed.

Rule	Guidance
No sensitive data	Do not paste PII/secrets into external tools
Verify outputs	Check facts before use
Disclose	Label AI-assisted content where required
Approved tools	Use only sanctioned tools

3. Checklists

- Generative-AI policy and acceptable-use published
- Approved tools defined
- Prompt library available and curated
- Staff trained on prompting and risks
- No sensitive data entered into unapproved tools
- Outputs verified before use
- AI-assisted content disclosed where required

Governance Structure

Data & AI is governed through clear accountability under board oversight:

Layer	Role
Board / Audit Committee	Approves policy and appetite; oversees data & AI risk and value
Data & AI Governance Committee	Sets standards, tiers AI, approves high-risk use, reviews oversight
Data/AI owners (1st line)	Own and manage data and AI in their area
Data office / AI risk (2nd line)	Set framework, monitor, challenge, aggregate reporting
Internal Audit (3rd line)	Independent assurance over data & AI controls

Reporting Template

Standard report structure: executive summary · profile vs target (RAG) · key metrics · issues & actions · decisions sought.

Metric	Current	Target	RAG	Action
Acceptable-use acknowledged	82%	100%	Amber	Complete rollout
Approved-tool usage	90%	≥95%	Amber	Reduce shadow tools
Prompt library entries	45	Growing	Green	Continue curation
Verification compliance	Good	Good	Green	Maintain

Board Reporting Example

Illustrative one-page board summary (replace with live data):

Item	Status	Commentary
GenAI adoption	Green	Productive adoption with policy in place
Risk	Amber	Some use of unapproved tools persists
Controls	Amber	Acceptable-use acknowledgement at 82%
Decisions sought	—	Approve blocking of unapproved AI tools

Notes & Disclaimer

This toolkit is a professional management resource, not legal or regulatory advice. Calibrate scoring, tiers, policies and governance to your organisation, sector and applicable regulation. Data-protection items should be confirmed against the Nigeria Data Protection Act (NDPA) and other applicable law; AI-specific obligations should be confirmed against current and emerging regulation.