TaMPER Framework: AI Workflow Design Worksheet

Objective: To design a transparent, repeatable, and trustworthy AI-powered workflow for a specific research administration task.

TamPER: Task, Model, Prompt, Evaluation, Report

Step 1: Task: Define Your Goal

First, clearly define the specific job you want the AI to do. A well-defined task is the foundation for a useful result.

1. What research administration task do you want to accomplish? (Be specific!)

[*e.g., Extract reporting deadlines from a new grant agreement.*]

2. What is the final output you need? (What does "done" look like?)

[*e.g., A two-column table with the report name and its due date.*]

3. Is this task too big or complex? (Does it involve multiple distinct steps?)

☐ **Yes** - My task needs to be broken down. I will complete this worksheet for the *first step* only.

☐ **No** - This is a single, well-defined task.

Step 2: Model: Choose Your Tool

Your choice of model is determined by data security and the readiness of your source document.

1. Data Security: Does your source document contain sensitive information? (e.g., FERPA, HIPAA, IP, CUI, confidential budgets)

☐ **YES → STOP.** I must use a university-approved, private, secure AI model OR remove any protected information from my source.

☐ **NO →** I can proceed cautiously with a public model, but I will not upload any proprietary or personal data.

2. Input Readiness: Is your source document ready for the AI?

☐ The document is very long. I will need to copy/paste only the most relevant sections.

☐ The PDF is a scan/image. I will need to use OCR software to convert it to text first.

☐ Yes, my document is ready for AI!

Step 3: Prompt: Craft Your Instructions

Translate your task into a precise, high-quality prompt. Fill in the components below to build your prompt.

Prompt Component	Your Text
Role (Act as a...)	
Context (You are working with...)	
Instruction (Your task is to...)	
Constraints (Do not...)	

Output Format (Provide your response as a...)	

Step 4: Evaluation: Check the AI's Work

The rigor of your evaluation must match the risk of getting a bad answer.

1. What is the risk level of this task if the AI gets it wrong?

☐ **Low** (e.g., drafting an email) → I will do a quick spot-check.

☐ **Medium** (e.g., summarizing a document) → I will perform a detailed verification against the source.

☐ **High** (e.g., compliance or budget review) → A subject matter expert must review and approve the output.

2. What components of quality will you assess? (Check all that apply)

☐ **Accuracy:** The facts and figures are 100% correct.

☐ **Faithfulness:** The output is grounded *only* in the source document.

☐ **Reproducibility:** The prompt gives a similar result every time.

☐ **Compliance:** The output followed all instructions and formatting rules.

Describe rationale for any box not checked above:

3. Describe your evaluation plan:

[*e.g., "I will compare every date in the AI-generated table against the original contract. I will also re-run the prompt to ensure the same tables are produced."*]

Step 5: Reporting: Document Your Process

After you have iterated the above and are satisfied that your prompt is returning consistent, vetted, accurate answers, use this mini-report to create a record of your workflow. This is the key to making your process scalable and auditable.

Component	Your Plan
Task:	
Model Used:	
Final Prompt:	
Evaluation Plan:	