

Task Specification Template

Use this printable resource with AI Foundations for Everyone. Write on a printed copy or type into a separate working document.

Use this template after deciding that the task and information are suitable for the proposed method.

1. Outcome

- Deliverable:
- Purpose:
- What a successful result lets the audience do:

2. Audience

- Who will use the result:
- What they already know:
- What they need next:
- Appropriate language and tone:

3. Context

- Why the work is needed:
- Decisions already made:
- Time period, location, product, or group in scope:
- Important definitions:

4. Authorised sources

- Sources the work must use:
- Sources it may use:
- Sources it must not use:
- How to label missing, conflicting, or uncertain information:

5. Constraints and boundaries

- Required content:
- Excluded content:
- Length, language, scope, or timing limits:

- Data, privacy, confidentiality, copyright, or security limits:
- Actions the system must not take:

6. Output format

- Structure or fields:
- Required order:
- Date, number, currency, or unit format:
- How evidence and uncertainty should appear:

7. Review criteria

- Factual checks:
- Completeness checks:
- Audience and relevance checks:
- Source and assumption checks:
- Format and accessibility checks:

8. Workflow and authority

- Stages:
- Tool or method for each stage:
- Reviewer for each stage:
- Final approver:
- Actions requiring confirmation:

9. Clarification and stop conditions

- Questions that must be answered first:
- Conditions that stop the work:
- Person or process that receives an escalation:

10. Revision record

Observed defect	Evidence	Specification change	New result	Decision

SAFE USE NOTE

Use supplied, public, fictional, or safely prepared synthetic material. Do not add personal, confidential, client, health, financial, legal, authentication, or security-sensitive information.