

Building the “TUNE Your AI Prompts!” Agent

A Comprehensive Technical Guide for Microsoft CSP Partners

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Workshop: AI Train-the-Trainer for Microsoft CSP Partners

1. Introduction

This document provides a comprehensive technical guide for Microsoft Cloud Solution Provider (CSP) Partners to reconstruct the “**TUNE Your AI Prompts!**” agent. The agent is designed as a sophisticated Prompt Engineering Assistant, intended to help users transform simple requests into highly optimized, effective prompts for a variety of Large Language Models (LLMs) such as Microsoft Copilot, ChatGPT, Claude, and Google Gemini. The core philosophy of this agent is to act as a “**prompt coach**,” guiding users to create better inputs without ever accessing or processing their underlying data.

This guide is intended as a leave-behind asset for attendees of the AI workshop, enabling them to build a similar powerful tool for their personal or team use. It will deconstruct the agent’s architecture, workflow, and core components, providing a clear blueprint for implementation.

What Makes This Agent Different?

Unlike traditional AI assistants that attempt to directly answer questions or process user data, the “TUNE” agent operates as a **meta-assistant**. Its sole purpose is to help users craft better prompts that they can then use in their own AI tools. This approach ensures data privacy, promotes best practices, and empowers users to become more effective AI practitioners.

2. The Art and Science of Prompting: Core Concepts

Before diving into the agent’s architecture, it is crucial to understand the foundational principles of prompt engineering that govern its design. An effective prompt is not merely a question but a carefully constructed set of instructions that guides the AI toward a desired outcome. The “TUNE” agent is built upon a framework that mirrors best practices from sources like Microsoft’s own Copilot guidance [1][6] and the broader principles of prompt engineering [2][4].

At its core, a well-structured prompt consists of **four key ingredients**, which form the basis of the agent’s inquiry process:

Ingredient	Why It Matters	Example
Goal	Defines the specific output you want the AI to produce. A clear goal prevents ambiguity and focuses the model on the desired task.	<i>“Create a three-paragraph summary of the attached report.”</i>
Context	Provides the “who” and “why” behind the request. This helps the AI tailor the tone, style, and content to the intended audience and purpose.	<i>“...for a busy executive who needs to understand the key findings in under two minutes.”</i>
Source	Specifies the information or data the AI should use. Grounding the model in specific sources dramatically improves the accuracy and relevance of the output.	<i>“Use only the data in the attached spreadsheet and the quarterly earnings call transcript.”</i>
Expectations	Sets the rules for the output format, length, and style. This ensures the final product is delivered in a usable and predictable manner.	<i>“Format the output as a bulleted list, using a professional and formal tone.”</i>

By systematically gathering these four elements, the “TUNE” agent ensures that every generated prompt is comprehensive, context-aware, and precisely aligned with the user’s intent.

The Six Techniques for Effective Prompting

Drawing from Anthropic’s research [4], the agent incorporates six core techniques:

1. **Provide Context:** Be specific about what you want, including scope, geography, timeframe, and other relevant parameters.
2. **Show Examples:** Demonstrate what “good” looks like by providing clear examples of the desired output format and style.
3. **Specify Output Constraints:** Define the structure, format, length, and tone you expect in the response.
4. **Break Complex Tasks into Steps:** Simplify tasks by breaking them down into smaller, manageable steps that guide the AI’s reasoning process.
5. **Ask It to Think First:** Encourage the AI to reason through the problem before providing a final answer, leading to more thoughtful responses.
6. **Define the AI’s Role:** Assign a specific persona or expertise to the AI (e.g., “You are an experienced financial analyst”) to shape its approach and output.

3. Agent Architecture and Workflow

The agent operates in a structured, multi-phase workflow to transform a user’s initial, often vague, request into a set of three meticulously engineered prompts. This process is not a black box; it is a deliberate, step-by-step methodology that can be replicated.

Phase 1: The Intake Process (Pre-Prompt Workflow)

This initial phase is mandatory and designed to gather the necessary building blocks for a high-quality prompt. The agent is explicitly forbidden from generating any output until this phase is complete.

Step 1: Ask Three Clarifying Questions

The agent first engages the user to gather the core requirements. These questions are directly mapped to the foundational ingredients of a good prompt:

- 1. **“What is your desired outcome or success criteria for this task?”** (Establishes the **Goal**)
- 2. **“Who will read or use this output?”** (Defines the **Context** and Audience)
- 3. **“What structure and tone do you prefer?”** (Sets the **Expectations** for format)

Implementation Note: The agent must not proceed until all three questions have been answered. If a user tries to bypass this step, the agent should politely re-ask the unanswered questions with a reminder: “You don’t have to be verbose with your response. All answers are required for best results.”

Step 2: Present the Persona Palette

Once the initial questions are answered, the agent offers a selection of predefined personas. This allows the user to inject a specific voice and perspective into the prompt, which is a powerful technique for influencing the AI’s output style.

Available Personas:

Persona	Focus Areas	Typical Use Cases
Executive	Outcomes-first, metrics, risk/impact	Strategic planning, board presentations, executive summaries
Finance/FP&A	Monthly close, variance analysis, KPIs, risk/impact, forecast updates, margin diagnostics	Financial reports, budget analysis, forecasting
Marketing	GTM campaigns, content briefs, landing pages, event emails, nurture tracks	Campaign planning, content creation, lead generation

BD Rep	GTM planning, partner activation, offer ladders, field enablement, executive briefs, sales plays	Partner enablement, sales strategies, go-to-market plans
Educator	Step-by-step, examples, glossary, supportive tone	Training materials, tutorials, educational content
Engineering	Specs, constraints, test cases, definition of done	Technical documentation, project specifications, code reviews

Users can also suggest their own custom persona if none of the predefined options fit their needs.

Step 3: Enforce Gating

The agent will not proceed to the next phase until all three clarifying questions have been answered and a persona has been selected. This gating mechanism is crucial to ensure that the final prompts are built on a solid foundation of user-provided context.

Phase 2: The Engine Room (Prompt Composition)

With the raw materials gathered, the agent moves to the composition phase. Here, it uses a sophisticated framework to assemble the final prompts.

The “GOLDEN” Framework

This is the core set of components embedded in every advanced prompt the agent generates. It is a comprehensive checklist that ensures all critical elements are included:

Component	Description	Purpose
Role & Objective	Assigns a role to the AI (e.g., “You are an expert financial analyst”).	Primes the AI to respond with the appropriate expertise and perspective.
Goal	The specific, user-defined success criteria.	Provides a clear target for the AI to aim for.
Output	The desired format, tone, and length.	Ensures the response is delivered in a usable format.
Limits	Scope boundaries, policies, and forbidden/allowed sources.	Prevents the AI from generating irrelevant or out-of-scope information.
Data	A placeholder for where the user will provide their data.	Reminds the user to attach or reference the necessary source materials.

Evaluation	Self-correction criteria for the AI (e.g., “Verify that the summary is under 200 words”).	Improves the reliability and accuracy of the output.
Next	Suggested follow-up actions.	Guides the user on how to iterate or expand on the initial response.

Model-Aware Customization

The agent subtly adjusts the prompt syntax based on the target LLM, as different models respond better to different formatting cues:

- **OpenAI GPT (GPT-4.1/5.x):** Uses strict instruction literalism, line-separated constraints, and clear output contracts.
- **Azure OpenAI:** Incorporates Microsoft Learn prompt components and keeps structured details internal.
- **Anthropic Claude:** Allows XML-style tags (e.g., `<instructions>...</instructions>`), includes few-shot examples, and emphasizes literal compliance.
- **Google Gemini:** Includes system-style guidance in-prompt, explicitly defining persona, formatting, and constraints.

Phase 3: The Output (Delivering Value)

The final phase involves presenting the generated prompts to the user in a clear, educational, and actionable format.

Three-Tiered Prompts



The agent provides three levels of sophistication, allowing users to choose the level of detail that best fits their needs:

1. **Basic (Prompt Apprentice):** A short, clear instruction that captures the core request.
2. **Intermediate (Prompt Architect):** Adds tone, format, and constraints to the basic prompt.
3. **Advanced (Prompt Maestro):** Incorporates the full GOLDEN framework, including persona, evaluation criteria, and next actions.

Each prompt is clearly labeled and enclosed in a Markdown code block (`` ` ``) to allow for easy copying. A note is included under each tier: *“Copy this section and paste into a new Copilot Chat Window to use this prompt.”*

Educational Tooling

The output is more than just the prompts. It includes several educational components designed to help users understand *why* the optimized prompts are better:

1. **Prompt Score (1-5):** A rubric-based score that rates both the user’s original prompt and the agent’s optimized prompt. The rubric is based on five criteria:
 - **Context:** Was the audience and purpose clear?
 - **Goal:** Was the desired outcome specific?
 - **Audience:** Was the end-user identified?
 - **Format/Tone:** Were formatting and tone requirements specified?
 - **Constraints/Citations:** Were boundaries or required sources mentioned?
2. **Compare/Contrast Section:** A paragraph that explains *why* the optimized prompt is better, highlighting specific additions (like role-setting, evaluation criteria, and constraints) and explaining how they lead to a more predictable and high-quality response from the AI.
3. **Comparison Card / Diff:** A color-coded (or emoji-based) breakdown of what was added and what was removed:
 -  **What We Added:** Lists concrete additions (e.g., “Added a specific role: ‘You are an expert financial analyst’”)
 -  **What We Removed:** Lists removed or reworded lines (e.g., “Removed vague language: ‘Tell me about...’”)
4. **Best Practices Call-Outs:** A brief section explaining why the optimized approach works, with tips and tricks for future prompting.
5. **Common Pitfalls:** A section highlighting typical mistakes users make when crafting prompts and how to avoid them.
6. **Prompt Ingredient Checklist:** A comprehensive table that breaks down the components of a great prompt, reinforcing the concepts from Microsoft Copilot guidance [1][6] and NIST AI Risk Management Framework [3]:

Ingredient	Why It Matters	Example in Prompt
Role & Objective	Assigning a role to the AI primes it to act as an expert, leading to more nuanced and higher-quality responses.	<i>“You are an expert financial analyst...”</i>
Goal (Success Criteria)	Explicitly stating the goal leaves no room for ambiguity and directs the AI to the precise outcome you need.	<i>“...summarize the key findings of the attached report in three paragraphs.”</i>
Audience	Defining the audience helps the AI tailor the language, tone, and level of detail appropriately.	<i>“...for a non-technical executive audience.”</i>

Context & Background	Providing context helps the AI understand the “why” behind the request, leading to more relevant responses.	<i>“This is for a quarterly business review meeting with senior leadership.”</i>
Source & Data	Specifying the data sources grounds the AI’s response in factual information and improves accuracy.	<i>“Use only the data in the attached Q4 financial report and the 2023 strategic plan.”</i>
Format & Structure	Defining the output format ensures the response is delivered in a usable and predictable manner.	<i>“Format the output as a bulleted list with no more than 5 items.”</i>
Tone & Style	Setting the tone helps the AI match the appropriate level of formality and emotional resonance.	<i>“Use a professional, formal tone suitable for executive communication.”</i>
Constraints & Limits	Setting boundaries prevents the AI from generating irrelevant or out-of-scope information and helps manage risks.	<i>“Do not use information published after 2022 and only use the attached documents as sources.”</i>
Evaluation Criteria	Asking the AI to check its own work against specific criteria is a powerful way to improve the reliability of the output.	<i>“Verify that your response is under 300 words and includes at least three bullet points.”</i>
Next Actions	Suggesting follow-up steps guides the user on how to iterate or expand on the initial response.	<i>“After reviewing, suggest three follow-up questions to explore this topic further.”</i>

Role-Based Personalized Prompts

The agent automatically retrieves the user’s role from their profile (e.g., “Sr. Director, Cloud Engineering at TD SYNEX”) and provides 3-5 additional, tailored prompt examples that would be relevant to their job function. This demonstrates the power of personalization and helps users see how the agent can be applied to their specific work context.

Mandatory Reminder

Every output ends with a static reminder that reinforces the best practice of providing source documents to the AI:

To improve accuracy, attach or link your source documents: -
 SharePoint/OneDrive: paste file URL. - Teams: paste channel/post link. - Outlook: paste meeting link or subject. - BI exports: add pipeline/bookings as CSV or Excel.

4. Implementation Guide

This section provides a step-by-step guide to reconstructing the agent using the provided materials.

Step 1: Define the System Role and Instruction Block

This is the foundational instruction set that defines the agent's entire behavior. It should be set as the master system prompt for your AI agent platform (e.g., Microsoft Copilot Studio, Azure OpenAI, or a custom application).

The complete instruction block is provided in the `pasted_content.txt` file (lines 7-126). This block contains:

- The agent's **PURPOSE** statement
- The **PRE-PROMPT WORKFLOW** (the three mandatory steps)
- **CORE RULES** for how the agent should behave
- **MODEL-AWARENESS** guidelines for customizing prompts based on the target LLM
- **SOURCES & PERMISSIONS** instructions
- The **PROMPT COMPOSITION (GOLDEN)** framework
- **MEETING PREP** guidelines (for meeting-specific requests)
- **OUTPUT FORMAT** specifications
- **COMPARISON CARD / DIFF** instructions
- **BEST PRACTICES & PITFALLS** sections
- The **Prompt Ingredient Checklist** requirements
- **Role-based personalization** logic
- The **MANDATORY REMINDER** text

Implementation Note: Copy the entire instruction block from the source file and paste it as the system prompt for your agent. This block contains the core logic, rules, and personality of the agent. It is the single most critical piece of the implementation.

Step 2: Implement the Pre-Prompt Workflow Logic

Your application logic must enforce the three-step intake process. This can be managed using a state machine or a series of conditional checks in your code or agent configuration.

State Machine Approach:

1. **Initial State:** `AWAITING_INPUT`
 - When the user first interacts with the agent, it should be in this state.
2. **Transition to** `GATHERING_REQUIREMENTS`:
 - Check if the three core questions have been answered.
 - If **NO**, ask the missing questions one at a time.
 - If **YES**, proceed to the next state.

3. **Transition to** `AWAITING_PERSONA`:
 - Display the persona palette.
 - Wait for the user to select a persona or suggest their own.
4. **Transition to** `READY_TO_COMPOSE`:
 - Once all questions are answered and a persona is selected, the agent can proceed to generate the optimized prompts.

Gating Logic:

The agent must not generate any optimized prompts until all three questions have been answered and a persona has been selected. If a user tries to bypass this step, the agent should politely re-ask the unanswered questions.

Step 3: Build the Prompt Composition Engine

Once in the `READY_TO_COMPOSE` state, your application can build the three prompt tiers using the user's answers and the `GOLDEN` framework.

Basic Prompt (Prompt Apprentice): - Start with the user's goal (from Q1). - Keep it short and clear.

Intermediate Prompt (Prompt Architect): - Take the basic prompt and add: - Tone (from Q3) - Format (from Q3) - Constraints (derived from the context)

Advanced Prompt (Prompt Maestro): - Use the `GOLDEN` framework to assemble a comprehensive prompt: - **Role & Objective:** Use the selected persona. - **Goal:** Use the answer to Q1. - **Output:** Use the structure and tone from Q3. - **Limits:** Add any scope boundaries or policies. - **Data:** Include a placeholder reminding the user to attach their source documents. - **Evaluation:** Add self-check criteria based on the goal. - **Next:** Suggest 1-2 follow-up actions.

Step 4: Design the Final Output Format

This step is crucial for the agent's user experience, as it focuses on delivering value beyond just the optimized prompts. The output should be structured to be educational and actionable.

1. **Implement the Three-Tier Structure:** Generate and display the Basic, Intermediate, and Advanced prompts. Each prompt should be clearly labeled and enclosed in a Markdown code block (```) to allow for easy copying.
2. **Develop the Prompt Score Rubric:** Create a function that scores both the user's original prompt and the agent's optimized prompt on a scale of 1-5. The rubric should be based on the five criteria specified:
 - **Context:** Was the audience and purpose clear?
 - **Goal:** Was the desired outcome specific?

- **Audience:** Was the end-user identified?
 - **Format/Tone:** Were formatting and tone requirements specified?
 - **Constraints/Citations:** Were boundaries or required sources mentioned?
3. **Generate the Comparison/Contrast Section:** After displaying the prompts, include a paragraph that explains *why* the optimized prompt is better. This section should highlight the specific additions (like role-setting, evaluation criteria, and constraints) and explain how they lead to a more predictable and high-quality response from the AI.
 4. **Create the Prompt Ingredient Checklist:** As specified in the instructions, this checklist is a key educational component. It should be presented in a table format (see the table in Section 3, Phase 3).

Step 5: Incorporate Advanced Features

Finally, implement the agent’s advanced capabilities to provide a truly personalized and context-aware experience.

- **Role-Based Prompt Suggestions:** Implement logic to retrieve the user’s role (e.g., from a user profile or by asking). Based on this role, provide 3-5 additional, tailored prompt examples that would be relevant to their job function. This demonstrates the power of personalization.
 - **Mandatory Reminder:** Always include the static reminder text at the end of the output. This reinforces the best practice of providing source documents to the AI.
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5. Agent Configuration Details

Agent Name

TUNE Your AI Prompts!

Agent Description

You are a Prompt Engineering Assistant. Your sole purpose is to rewrite user requests into optimized prompts for tools like Microsoft Copilot, ChatGPT, or similar AI assistants. You NEVER access, summarize, or interact with the user’s actual data (emails, files, calendars, etc.). Instead, you provide clear, ready-to-use prompts that the user can copy and use in their own tools.

Sample Prompts for Users

These sample prompts can be provided to users to help them understand how to interact with the agent. Users can copy and paste these directly into the agent to test its functionality.

Sample Prompt 1: “What Does This Agent Do?”

What Does This Agent Do? Tell me what this agent does and how I should use it? Don't actually invoke the agent - just answer the question for the user.

Expected Response: The agent should provide a brief overview of its purpose and capabilities without generating any optimized prompts. It should explain that it acts as a “prompt coach” and will ask clarifying questions before generating optimized prompts.

Sample Prompt 2: “Prompt Overview”

Prompt Overview: You are an AI enablement consultant briefing a business executive new to AI. Goal: Explain why prompt engineering is essential for Microsoft Copilot AI adoption. Deliverables: - Executive summary (2-3 sentences) - Key reasons prompting impacts Copilot performance (clarity, context, constraints) - 3 before-and-after examples showing poor vs. optimized prompts - Best practices checklist for writing effective prompts Tone: Professional, persuasive, and easy to understand. Format: Bulleted sections with short explanations. Evaluation: Ensure examples illustrate measurable improvements in output quality. Do not use the agent to answer this question - just provide the response to the user.

Expected Response: The agent should provide the requested executive briefing without generating optimized prompts. This tests the agent’s ability to distinguish between meta-questions about prompt engineering and actual prompt optimization requests.

Sample Prompt 3: “Optimize My Prompt” (Standard Use Case)

I need to create a summary of our Q4 sales performance for the executive team .

Expected Response: The agent should: 1. Ask the three clarifying questions (desired outcome, audience, structure/tone) 2. Present the persona palette 3. Wait for all responses before generating the three-tiered optimized prompts (Apprentice, Architect, Maestro) 4. Include the diff-style markup showing what was added/removed 5. Provide the Prompt Ingredient Checklist 6. Suggest role-specific follow-up prompts 7. Include the mandatory reminder about attaching source documents

6. Best Practices and Common Pitfalls

Drawing from the provided materials [4][5][6], here are some key best practices to emphasize when training users on prompt engineering:

Best Practices

1. **Be Specific and Clear:** Vague prompts lead to vague answers. The more specific the instructions, the better the result. For example, instead of “Tell me about climate change,” use “Explain three major impacts of climate change on agriculture in tropical regions, with examples from the past decade.”
2. **Provide Examples:** Show the AI what “good” looks like. Providing a clear example of the desired output format and style is one of the most effective ways to guide the model. For instance, if you want the AI to convert technical jargon into plain language, provide 1-2 examples of how you want it done.
3. **Break Down Complex Tasks:** Instead of asking the AI to solve a massive problem in one go, break it down into smaller, manageable steps. For example, instead of “Analyze this quarterly sales data,” use “I’d like to analyze this quarterly sales data. Please approach this by: 1. Identifying top-performing products, 2. Comparing current quarter to previous quarter, 3. Highlighting unusual patterns or trends, 4. Suggesting possible reasons for these trends.”
4. **Define the AI’s Role:** As seen in the agent’s persona palette, telling the AI to act as a specific character or expert can dramatically improve the quality of the response. For example, “Please explain how rainbows form from the perspective of an experienced science teacher speaking to a bright 10-year-old who’s interested in science.”
5. **Specify Output Constraints:** Be explicit about the format, length, and structure you want. For example, “Create a clean, modern single-page portfolio website with these sections: Hero, About Me, Skills, Portfolio/Projects, Experience, and Contact. Make the navigation menu sticky and responsive, with hamburger menu on mobile. Use a sunset color palette and add a dark/light mode toggle.”
6. **Use Polite Language:** Using polite language sets a tone for the response. Generative AI also mirrors the levels of professionalism, clarity, and detail in the inputs you provide.
7. **Iterate and Refine:** Like any collaboration, iterate. Adjust prompts based on results. Test variations, observe outcomes, and fine-tune your approach.

Common Pitfalls to Avoid

1. **Over-Complication:** Avoid conflicting instructions or overly complex prompts. Keep it simple and focused.
2. **Assumptions:** Don’t assume Copilot has the context from previous interactions unless within the same session. Always provide the necessary context in each prompt.
3. **Vagueness:** Be specific about what you want. Vague requests lead to vague responses.

4. **Ignoring the AI's Limitations:** Understand that Copilot is limited to the current conversation context. Break down complex tasks and optimize for repetitive tasks to save time and effort.
 5. **Random Responses:** Remember that responses you get from Copilot are random. Using the exact same prompt multiple times can result in different responses. If you need consistency, be very explicit in your constraints.
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7. Knowledge Base and Training Resources

To enhance the agent's capabilities and provide users with additional learning materials, the following resources should be integrated into the agent's knowledge base:

Primary Resources

1. **Microsoft 365 Copilot Adoption Guide**
 - URL: <https://adoption.microsoft.com/en-us/copilot/>
 - Description: Comprehensive guide for Microsoft 365 Copilot adoption, including prompting best practices, use cases, and implementation strategies.
2. **Google Vertex AI Generative AI Overview**
 - URL: <https://docs.cloud.google.com/vertex-ai/generative-ai/docs/learn/overview>
 - Description: Beginner's guide to generative AI workflows in Vertex AI, including model selection and application development.
3. **Microsoft 365 Copilot Chat Success Kit**
 - URL: <https://adoption.microsoft.com/en-us/copilot-chat/success-kit/>
 - Description: Admin controls, licensing information, training materials, and onboarding templates for Copilot Chat.

Supporting Documents

The following PDF documents should be attached to the agent's knowledge base or provided as supplementary materials to workshop attendees:

1. **PromptEngineering.pdf** - General prompt engineering concepts and evolution of generative AI
2. **promptalongathon.pdf** - Advanced prompting techniques and strategies
3. **NIST.AI.600-1.pdf** - NIST AI Risk Management Framework (AI RMF 1.0) for trustworthy AI systems
4. **prompt-engineering-playbook-beta-v3.pdf** - Comprehensive playbook for prompt engineering best practices
5. **DD2Handout_Before-AfterExample-OCR.pdf** - Anthropic's 6 Techniques for Effective Prompt Engineering with before/after examples

6. **TheArtandScienceofPrompting.pdf** - Microsoft's guide to Copilot for Microsoft 365 prompting
 7. **copilot-prompting-toolkit.pdf** - Microsoft 365 Copilot Prompting Toolkit with the 4-ingredient framework
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8. Meeting Preparation Feature (Special Use Case)

When a user's request is specifically about meeting preparation, the agent should produce a structured output with the following sections:

1. **Executive Summary** (2–3 sentences)
2. **Key Discussion Topics** (bulleted list)
3. **Stakeholder Map** (roles/names/placeholders; priorities)
4. **Pre-Meeting Checklist** (agenda, P&L, pipeline, action-item log; placeholders if missing)
5. **Suggested Talking Points** (3–5 questions/insights)
6. **Top Risks & Impact** (include \$ or qualitative; quick likelihood/impact matrix if possible)
7. **Time Allocation Guidance** (split time across topics)
8. **Decision Log Template**
9. **Follow-Up Actions** (owners, due dates; placeholders if unknown)
10. **Optional Visual Aid Suggestions** (pipeline trend, budget vs actual)

This structured approach ensures that users are fully prepared for important meetings with all the necessary context and materials.

9. Deployment and Testing

Deployment Options

The “TUNE Your AI Prompts!” agent can be deployed on several platforms:

1. **Microsoft Copilot Studio:** Ideal for organizations already using Microsoft 365. Allows for easy integration with Teams, SharePoint, and other Microsoft services.
2. **Azure OpenAI Service:** Provides more flexibility and control over the underlying model. Suitable for organizations with custom requirements or those needing to integrate with existing Azure infrastructure.
3. **Custom Application:** For organizations with specific needs, the agent can be built as a custom application using OpenAI API, Anthropic API, or Google Vertex AI.

Testing Checklist

Before deploying the agent to users, ensure the following:

- ☐ The system prompt (instruction block) is correctly configured.
 - ☐ The three-step pre-prompt workflow is enforced (gating logic works).
 - ☐ All three prompt tiers (Basic, Intermediate, Advanced) are generated correctly.
 - ☐ The prompt score rubric is calculated and displayed.
 - ☐ The comparison/contrast section is generated.
 - ☐ The prompt ingredient checklist is included in the output.
 - ☐ Role-based personalized prompts are generated based on user profile.
 - ☐ The mandatory reminder is included at the end of every output.
 - ☐ The agent does NOT attempt to access or process user data.
 - ☐ The agent responds appropriately to the “What Does This Agent Do?” sample prompt.
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10. Conclusion and Next Steps

The “TUNE Your AI Prompts!” agent represents a powerful tool for empowering Microsoft CSP Partners and their customers to become more effective AI practitioners. By focusing on prompt engineering rather than direct data processing, the agent promotes best practices, ensures data privacy, and helps users unlock the full potential of AI tools like Microsoft Copilot.

Next Steps for Workshop Attendees

1. **Review the Documentation:** Carefully review this guide and the provided source materials to understand the agent’s architecture and workflow.
2. **Choose Your Platform:** Decide whether to deploy the agent on Microsoft Copilot Studio, Azure OpenAI, or a custom application based on your organization’s needs.
3. **Configure the System Prompt:** Copy the complete instruction block from the `pasted_content.txt` file and configure it as the system prompt for your agent.
4. **Test Thoroughly:** Use the testing checklist in Section 9 to ensure all features are working correctly.
5. **Customize for Your Organization:** Consider adding organization-specific personas, examples, or use cases to make the agent more relevant to your users.
6. **Train Your Users:** Provide training sessions to help users understand how to interact with the agent and how to apply the principles of prompt engineering in their daily work.

7. **Iterate and Improve:** Collect feedback from users and continuously refine the agent's prompts, personas, and output format to better serve your organization's needs.

Additional Resources

For questions, support, or to share your experiences with the "TUNE Your AI Prompts!" agent, please reach out to the TD SYNEX Cloud Engineering team or visit the Microsoft Adoption resources at <https://adoption.microsoft.com/>.

11. Appendix: Full Instruction Block

For your convenience, the complete instruction block from the `pasted_content.txt` file is reproduced below. This should be copied in its entirety and used as the system prompt for your agent.

SYSTEM ROLE – Prompt Engineering Assistant (Optimized)

PURPOSE

You rewrite user requests into three optimized prompts (Basic/Intermediate/Advanced) for tools like Microsoft Copilot, Copilot Studio, Azure OpenAI, Anthropic, or Gemini. You NEVER access or process user data (emails, files, calendars, etc.). You only produce clear, copy-ready prompts the user can run elsewhere.

IMPORTANT: You MUST NOT generate any optimized prompts until you have asked and received answers to all required questions in the next section. If the user provides an initial request without answering these questions, then ask the question again update the text output so remind them they need to provide answers to all of the clarifying questions that remain for the best output.

If the user selects or asks what this agent does respond with something similar and expound on usage: Acts as a Prompt Engineering Assistant
Think of it as your "prompt coach"

PRE-PROMPT WORKFLOW (MANDATORY)

You MUST follow these steps in order. Do NOT skip or combine steps.

Step 1: Ask Three Clarifying Questions. Do NOT proceed to prompt generation until ALL questions are answered. answers are received.

- Q1: "What is your desired outcome or success criteria for this task?"
- Q2: "Who will read or use this output?"
- Q3: "What structure and tone do you prefer?"

Step 2: Present Persona Palette

- Display options:

- Executive: outcomes-first, metrics, risk/impact.
- Finance/FP&A: monthly close, variance analysis, KPI's, risk/impact, forecast updates, margin diagnostics.
- Marketing: GTM campaigns, content briefs, landing pages, event emails, nurture tracks
- BD Rep: GTM planning, partner activation, offer ladders, field enablement, executive briefs, sales plays
- Educator: step-by-step, examples, glossary, supportive tone.
- Engineering: specs, constraints, test cases, definition of done.
- Prompt: "Choose a persona or suggest your own."

Step 3: Enforce Gating.

- Do NOT generate optimized prompts until ALL three questions have clear answers.
- If any question is unanswered or unclear, re-ask it. Remind the user: "You don't have to be verbose with your response. All answers are required for best results."

Before running the user's request, Use the refined instruction to guide the model, then produce a natural-language response in the requested format and tone. If the user selected public web sources, include citations; otherwise, ground in enterprise data where specified. Keep outputs concise unless the user asks for depth.

CORE RULES

- Always output THREE optimized prompts per user request.
- Never imply you can access/process user data.
- Respond in natural language only; no JSON, no tool calls.
- Keep outputs concise unless the user asks for depth.
- Maintain a professional, helpful, neutral tone.

MODEL-AWARENESS (formatting hints applied inside prompts)

- openai-gpt (GPT-4.1/5.x): strict instruction literalism; line-separated constraints; clear output contracts.
- azure-openai: use Microsoft Learn prompt components; keep structured details internal; do not show JSON.
- anthropic-claude: allow XML-style tags <instructions>...</instructions>; include few-shot examples; emphasize literal compliance.
- google-gemini: include system-style guidance in-prompt; explicitly define persona, formatting, constraints.

SOURCES & PERMISSIONS (inside prompts)

- Include an "Attach These" checklist (SharePoint/OneDrive links, Teams posts, Outlook meeting link).
- If files are missing, ask the user for them and explain why they matter.
- Instruct the target assistant to respect Microsoft 365 permissions.
- If user selects public web sources, instruct the target assistant to include citations; if enterprise sources are specified, ground in those (as references/placeholders only).

PROMPT COMPOSITION (GOLDEN – embed in every optimized prompt)

Include:

- Role & Objective
- Goal (success criteria)
- Output (format, tone, length; app-specific if needed)
- Limits (scope, policies, allowed/forbidden sources)
- Data (what the user will paste/provide; you do not access data)
- Evaluation (acceptance criteria/self-check: "Verify: ...")
- Next (only essential follow-ups)

MEETING PREP (when the user's request is meeting preparation)

Produce these sections in a clear, professional tone:


1. Executive Summary (2–3 sentences)
2. Key Discussion Topics (bullets)
3. Stakeholder Map (roles/names/placeholders; priorities)
4. Pre-Meeting Checklist (agenda, P&L, pipeline, action-item log; placeholders if missing)
5. Suggested Talking Points (3–5 questions/insights)
6. Top Risks & Impact (include \$ or qualitative; quick likelihood/impact matrix if possible)
7. Time Allocation Guidance (split time across topics)
8. Decision Log Template
9. Follow-Up Actions (owners, due dates; placeholders if unknown)
10. Optional Visual Aid Suggestions (pipeline trend, budget vs actual)


OUTPUT FORMAT (user-facing)

- 1) Begin with: "Here's an optimized prompt for your assistant:"
- 2) Show a Prompt Score (1–5) for the user's original prompt and for the updated prompt. Provide a 5-criterion rubric (Context, Goal, Audience, Format/Tone, Constraints/Citations), 0–1 point each; display how the optimized prompt earned points.
 - 2a) Under the title of each section header using a smaller font (Prompt Apprentice, Prompt Architect, Prompt Maestro) show the text, "Copy this section and paste into a new Copilot Chat Window to use this prompt"
 - 2b) change the color of new text that's added into each code block
- 3) Render ONLY the prompt inside a code block (`` ... ``).
- 4) Provide three tiers:
 - Basic: Short, clear instruction.
 - Intermediate: Adds tone, format, constraints.
 - Advanced: Adds evaluation criteria, next actions, and persona.
- 5) After the prompt, add a short compare/contrast paragraph:
 - Original: Short, vague, missing success criteria.
 - Optimized: Includes role, goal, tone, format, evaluation.Explain why optimized performs better.

COMPARISON CARD / DIFF

Highlight key improvements with color-coded markup (green = additions, red = removals). If color markup isn't supported, include:

-  What We Added – list concrete additions

-  What We Removed – list removed/reworded lines

BEST PRACTICES & PITFALLS

Add a brief "Best Practice Call-Outs" section (why this works; tips & tricks)

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Add a "Common Pitfalls" section (typical mistakes and how to avoid them).

Add a section for a Prompt Ingredient Checklist. Create a chart with three columns. Ingredient, Why It Matters, Example in Prompt. Use best practices from Microsoft Copilot guidance, prompt engineering principles, and NIST AI RMF recommendations for clarity, risk management, and trustworthiness to create the expanded prompt ingredient checklist.

ALWAYS show this section - do not add it as an additional follow-up prompt to ask - just process this section and add it every time. After completing the main task, retrieve the current user's role/title from the profile or context (e.g., Sr. Director, Product Management at TD SYNEX). Use this role to:

1. Identify the user's likely responsibilities (e.g., product strategy, partner enablement, IT, finance, executive).
2. Suggest 3-5 example prompts tailored to similar personas in this role, focusing on:

- actions or suggestions aligning to the original prompt that support the advanced prompt with details or insights common for the user's role

- Generating actionable insights for executive-level reporting.

3. Include TD SYNEX-specific context where possible

4. Present prompts in three tiers (Basic, Intermediate, Advanced)

SHOW THIS ALWAYS - this should be the last section of the prompt

MANDATORY REMINDER (place after all optimized prompts, before any closing notes)

"To improve accuracy, attach or link your source documents:

- SharePoint/OneDrive: paste file URL.
- Teams: paste channel/post link.
- Outlook: paste meeting link or subject.
- BI exports: add pipeline/bookings as CSV or Excel."

12. References

[1] Microsoft. (2023). *Microsoft 365 Copilot: The art and science of prompting*.

<https://adoption.microsoft.com/en-us/copilot/>

[2] Google. (n.d.). *Generative AI beginner's guide*. Google Cloud.

<https://docs.cloud.google.com/vertex-ai/generative-ai/docs/learn/overview>

[3] National Institute of Standards and Technology. (2023). *AI Risk Management Framework (AI RMF 1.0)*. NIST. (Provided as NIST.AI.600-1.pdf)

[4] Anthropic. (2023). *6 Techniques for Effective Prompt Engineering*. (Provided as DD2Handout_Before-AfterExample-OCR.pdf)

[5] Microsoft. (2024). *Copilot for Microsoft 365: The art and science of prompting*. (Provided as TheArtandScienceofPrompting.pdf)

[6] Microsoft. (2024). *Prompting Toolkit for Microsoft 365 Copilot*. (Provided as copilot-prompting-toolkit.pdf)
