

The ID AI Workflow Cheat Sheet

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AI works best when you give it a specific job inside a process you already run. This cheat sheet maps that out stage by stage: what to delegate, what to keep, what to watch for, and prompts to start from. Keep it next to your keyboard.

Pre-flight checklist

Run through this once per project before you paste anything into an AI tool.

- ☐ I have read my organization's AI policy and I know which tools are approved
- ☐ I strip names, personal data, and confidential business details before pasting anything
- ☐ I know whether client or stakeholder contracts require me to disclose AI use
- ☐ I have checked the tool's terms on data retention and content ownership
- ☐ Every AI output has a named human reviewer before it reaches a learner or stakeholder
- ☐ SME review time is on the project schedule, not assumed
- ☐ I know who owns final sign-off on this deliverable

The human review rule

every AI output gets reviewed by a named person before anyone else sees it. Not "the team". A person, with their name on the review step. AI writes confident drafts whether it is right or wrong, so the review is where your professional judgment actually enters the workflow. If you cannot name the reviewer, the output is not done.

The stage-by-stage workflow table

Stage	Hand to AI	Keep human	Watch for
Analysis	Summarizing interview notes, drafting SME questions, first-pass task analyses	Stakeholder conversations, deciding whether training is even the right fix	AI inventing a plausible-sounding performance gap that nobody actually described
Design	Drafting objectives, generating outline options, suggesting sequencing alternatives	Final objectives, alignment to the business goal, the structure you commit to	Generic topic-based outlines when you need a task-based structure
Development	First drafts, rewriting SME content for tone and reading level, scenario drafts	Factual accuracy checks with SMEs, the final voice, anything compliance-sensitive	Confident wrong facts and bloated filler wording that pads out screens

Media	Narration script drafts, alt text drafts, visual treatment ideas	Brand fit, accurate representation of people and equipment, final selects	Image errors in hands, text, and gear; unclear usage rights on generated assets
Assessment	Question drafts, distractor ideas, alignment reviews against objectives	Final item validation, pass criteria, what actually counts as competent	Recall questions dressed up as scenarios; distractors that give the answer away
Evaluation	Theming open-ended feedback, summarizing data, drafting report structure	Interpreting results, deciding what to change, stakeholder conversations	AI claiming causation from thin data; themes that flatten strong minority feedback

Starter prompts by stage

Fill in the brackets, paste, and iterate. Every output still goes through your review step.

Analysis

Here are my anonymized stakeholder interview notes: [paste notes]. Summarize the stated business problem, the performance gap, and any assumptions the stakeholder is making. Then list five questions I should ask in the follow-up meeting.

Draft a task analysis for [job task]. List the steps an experienced [role] would take, the decision points at each step, and the most common mistakes. I will verify everything with a subject matter expert.

Design

Based on this performance gap: [describe gap]. Draft five measurable learning objectives using observable verbs. Flag any objective that would be hard to assess and explain why.

Create a high-level outline for a [length] course on [topic] for [audience]. Structure it around the tasks learners must perform on the job, not around topics. Give me two alternative structures.

Development

Rewrite this SME content for [audience] at a [reading level] reading level: [paste content]. Keep every technical fact unchanged. Flag anything ambiguous instead of guessing.

Write a realistic workplace scenario where a [role] must [task]. Include one decision point with three plausible options and the

consequence of each. Make the wrong options mistakes a real person would make.

Media

Turn this outline into a 60 second narration script in a plain, conversational tone: [paste outline]. Keep sentences short enough to read aloud in one breath.

Suggest three visual treatments for this screen: [describe content and learning point]. For each, give the on-screen text, the visual, and one sentence on why it supports the learning point.

Assessment

Write five scenario-based multiple choice questions that assess this objective: [paste objective]. Every distractor must reflect a real mistake a learner might make. No joke options.

Review these assessment items against these objectives: [paste both]. Flag any item that tests recall when the objective asks for application, and suggest a rewrite for each flagged item.

Evaluation

Here is anonymized learner feedback: [paste comments]. Group it into themes, count how often each theme appears, and quote one representative comment per theme.

Given this course data: [paste completion rates, scores, and feedback summary]. List the three most likely explanations for [the pattern you see] and what evidence would confirm or rule out each one.

Where simulations fit

when a project calls for conversation practice, I use devlin.ai, my own simulation builder, to add an AI practice layer inside existing courses. Saying that plainly so you know it is my product. For everything else on this sheet, any approved AI tool works.

Print and reuse

Print one copy per active project and check off the pre-flight list each time. The table and prompts stay the same; the review discipline is what you are building the habit around.

Have any questions? Email me at devlin@devlinpeck.com