

Prompt Testing and Revision Log

Task / prompt ID: _____ Date: _____

Tool / model / version: _____ Reviewer: _____

Use one sheet per test cycle. Keep the prompt and output in an approved location; record their version or file reference here. Retest revisions before adding a prompt to your reusable collection.

1 Define a successful result

What must the output contain? Which sources, facts, calculations, format, and boundaries will you check? Set the criteria before testing.

2 Record the test

Prompt version / location: _____

Test input / source references: _____

Output version / location: _____

3 Compare the output with your criteria

Criterion / check	Observed result / evidence	Issue to correct

4 Revise and retest

What did you change, and why? Record the new prompt version and retest against the same criteria. If the source or test input changes, note that too.

Retest evidence / remaining limits: _____

5 Decide whether to keep it

Keep for stated use / Revise again / Retire Reviewer / date: _____

A successful test does not guarantee future outputs. Verify each new output before use, and recheck stored prompts when tools, sources, or work conditions change.