

MAP for AI (Map | Add | Prompt)

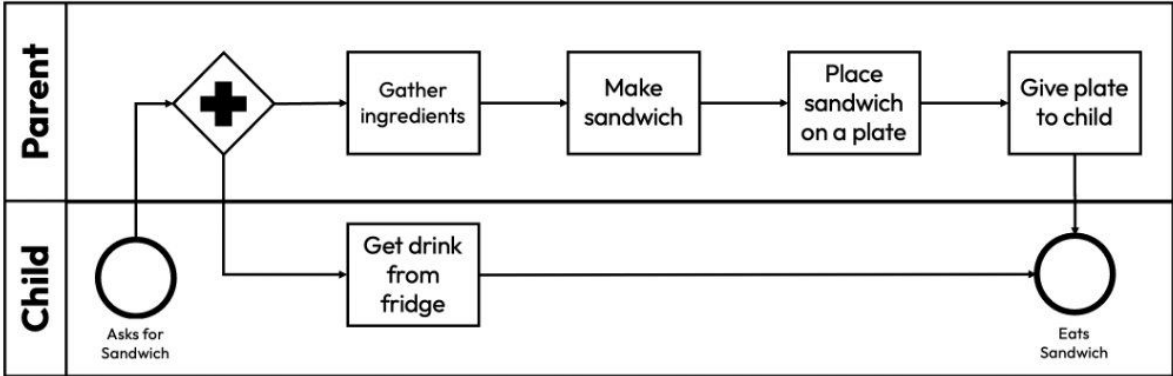
Session 2: AI Functions and Prompt Engineering

May 20, 2026 · Juliana McMillan-Wilhoit & Nebu Kolenchery, F&T Labs

M — Map it

You can't fix what you can't name. Mapping a workflow means walking through it step by step: who does what, in what order, where the work stalls.

Here is what a process map looks like for something as simple as making a sandwich:



Even a sandwich takes ten steps across two people. Your CD investigation has more steps than you think. So does your grant report.

Want to actually learn how to map your workflow?

Our free on-demand training walks you through it in 45 minutes.

→ fandtlabs.com/map (free, NNPHI-supported)

Now narrow it: which step is worth fixing?

Pick a mechanical step from your map. Walk it through three questions, in this order:

- Could we eliminate it?** If yes — done. Cross it off. No tool needed.
- Could we simplify it?** Better template, different routing, pre-filled form. If yes — try that first.
- If you can't eliminate or simplify — is this an AI problem or a different-automation problem?**

Sometimes the answer is a phone reminder, a shared inbox, a scheduled email. Sometimes it is AI.

A — Add the context

You have picked your candidate step. Now think about what AI needs to do that step well — the same way you would brief a new staff member doing it for the first time. Add documents in alignment with your AI policy that provide additional information.

P — Prompt and Polish using APE and CORE

Two frameworks live here. Pick whichever fits the task — or combine them.

The CORE framework

Use CORE when you need to set the scene before asking AI to act — especially for nuanced or domain-specific tasks.

C — Context:

(the situation — what's happening, who's involved, what you're working with)

O — Objective:

(the goal — what you need AI to produce or accomplish)

R — Role:

(the voice — who AI should sound like or act as)

E — Example:

(a sample of the output you want, or a reference to model it after)

The APE Framework

Fill in the blanks. Attach your document when you paste this into AI.

Act as _____ using _____

(your role and document from section A)

A – Action:

(what you want done – draft, summarize, compare, rewrite, extract)

P – Purpose:

(why, who it's for, what good looks like)

E – Expectation:

(length, tone, format, what to include or skip)

Tool tier guide

Tier	Use it for	Stop and check before
Free (ChatGPT, Copilot free)	Brainstorming with public info.	Anything internal. Anything PHI. Ever.
Paid (ChatGPT Plus, M365 Copilot, Claude Pro)	Internal drafts. M365 keeps data in your tenant.	No PHI in consumer versions without a BAA.
Specialized (PH360 and similar)	PHI. Protocols. Jurisdiction-specific work.	Confirm your department policy covers it.

The one rule that does not move: if you would not put it on a billboard, do not put it in a free AI tool.

Keep going

Process Mapping for Public Health – full on-demand training, free, NNPHI-supported.

fandtlabs.com/map

AI Community of Practice – free, monthly, vendor-neutral. fandtlabs.com/ai/ai-cop

juliana@fandtlabs.com · nebu@fandtlabs.com