

The TAILOR Framework

A practical Human-in-Charge checklist for using AI on real work.

Not a magic prompt formula. A thinking-and-review framework.



TASK

What are you actually trying to accomplish?

Break big work into smaller AI-suitable tasks.



AIM + AUDIENCE

Why are you doing it, and who is affected?

Define the purpose, reader, decision, and success condition.



INFORMATION

What context does AI genuinely need?

Give relevant facts, examples, constraints, and source material - no more than necessary.



LIMITS

What should AI NOT see, assume, decide, or do?

Set privacy, confidentiality, authority, bias, safety, and scope boundaries.



OUTPUT

What should a useful result look like?

Specify format, depth, tone, evidence standard, and what must stay uncertain.



REVIEW

How will a human verify and approve it?

Check sources, assumptions, omissions, risks, and whether a qualified human should take over.