

Chat Documentation Prompt Template

Reusable Template for Comprehensive Chat Documentation

Purpose

Use this prompt at the end of significant conversations to create comprehensive documentation with both **detailed** and **snapshot** versions.

Instruction to AI (execute verbatim):

“Execute the Chat Documentation Prompt verbatim, section by section, using the provided source document as the sole source, and output exactly what the prompt asks for — no compression, no reinterpretation.”

DOCUMENT 1: Full Documentation

Structure

1. Overview & Context

- What this conversation was about
- Why it mattered
- The original problem or question

2. Business / Project Background

- Relevant background information
- Constraints, goals, and assumptions

3. Objectives

- What we were trying to achieve

- Success criteria

4. Process & Methodology

- How the work was approached
- Frameworks or systems used

5. Decisions Made

- Key decisions
- Alternatives considered
- Trade-offs

6. System / Solution Design

- Architecture overview
- Workflows
- Data flow

7. Implementation Details

- Step-by-step execution
- Tools used
- Configurations

8. Supporting Materials

- Tool documentation
- Related materials

9. Key Insights & Learnings

- What we discovered during the conversation
- Patterns that emerged

- Unexpected breakthroughs

10. My Thinking Evolution

- How my understanding or goals transformed
- Quotes from key moments
- The “aha” moments

Requirements (Document 1)

- Include **ALL images and diagrams** with working URLs
 - Explain **WHY** for every decision, not just WHAT
 - Capture conversation turning points
 - Include relevant code examples, JSON structures, schemas, etc.
 - Make it detailed enough that someone reading it **6 months later** fully understands the context
 - Target length: **15,000–30,000 words**
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DOCUMENT 2: Quick Reference Snapshot

Create a concise **markdown** document (snapshot version).

Structure

1. What We Built (2–3 paragraphs max)

- Core outcome
- Why it matters
- Key metrics (cost, time, value)

2. The Journey (Visual Timeline)

- Starting question → Key pivots → Final solution
- 5–7 major milestones

3. System Architecture (if applicable)

- High-level diagram with description
- Data flow in simple terms
- Core components

4. All Key Diagrams (Quick Links Section)

For each diagram include:

- Direct URL
- One-sentence description
- When it's used

5. Economics / Metrics (Table Format)

- Cost breakdown
- Revenue model (if applicable)
- ROI calculations
- Scalability numbers

6. Top 10 Key Decisions

For each decision:

- Decision name
- Why we chose it (2–3 sentences)
- Trade-off accepted

7. Implementation Roadmap (Phase-by-Phase)

For each phase:

- Phase name and timeline
- Goal
- Key actions (checklist)
- Success criteria

8. Tech Stack Summary (if applicable)

- Tools and platforms chosen
- One-sentence justification for each

9. Your Next Steps (Actionable Checklist)

- Immediate actions (this week)
- Setup required
- Questions to answer
- Resources to gather

10. Key Takeaway (2–3 sentences)

- The transformation that occurred
- Why it matters long-term

Requirements (Document 2)

- Target length: **3,000–5,000 words**
- Highly scannable (tables, bullets, checklists)
- Action-oriented
- All diagrams embedded with URLs
- Readable in **5–10 minutes**

- Focus on **what** and **how** (deep rationale stays in Document 1)
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Formatting Requirements (Both Documents)

- Use **Markdown** formatting
 - Include a **Table of Contents**
 - Add **section anchors** for navigation
 - Use emojis for visual hierarchy where appropriate
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After Creating Both Documents

Provide:

1. Confirmation that both documents are saved
 2. File size for each document
 3. Direct links to both using the computer:// protocol
 4. A 3-sentence summary of what's captured
 5. Suggested use cases for each document
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What Makes Documentation Great

- Clear decision rationale (WHY, not just WHAT)
- Visual progression (diagrams showing evolution)
- Actionable next steps (not just theory)
- Economic reality (real costs, real revenue)
- Your voice (key questions and insights preserved)

- Future-proof clarity (readable and useful 6+ months later)

Template Version: 1.0

Last Updated: December 26, 2025

Compatible With: Any AI chat system with file save capabilities