

Build or Don't Build

Week 2 | Module 1: Foundations

After Today, You Will Be Able To:

- Evaluate any task and decide: project or single prompt?
- Use the 4-question decision framework
- Classify your own tasks correctly

The 4-Question Decision Framework

- Is it a one-time task? → Just ask Claude directly. No project needed.
- Do you repeat it with different inputs? → Build a project.
- Does it need specialized knowledge? → Build a project with Knowledge Files.
- Will multiple people use it? → Build a project. Everyone gets the same quality.

Classify Your Tasks

Apply the framework to real work from your role

1. Step 1: Open your homework (or think of 3 tasks you do with Claude)
2. Step 2: For each task, answer the 4 questions
3. Step 3: Label each: CHAT (no project needed) or PROJECT (build it)
4. Step 4: Be ready to share one example with the group

Quick Check

The Procurement team compares vendor quotes for every purchase. Same format, different vendors. Project or Chat?

- A. Chat — it's a simple comparison
- B. Project — same task repeated with different inputs
- C. Either works — depends on preference

Your Homework This Week

Complete before next week's session:

- Choose the ONE task from today's exercise that scored highest as a PROJECT candidate
- Write 3 sentences describing what the project should do
- Next week, you BUILD it. Come ready.

Smart Decisions, Not Just Smart Tools

Knowing when NOT to build is just as important as knowing how. Discipline is what separates builders from tinkers.