

The Three-File Project Handoff

Give the next conversation a checked starting point: current status, decisions and a handoff.

Copy this prompt

Use these three files as reference context. Restate the current goal, accepted decisions and next action. Cite the file and date supporting each important item. Flag conflicts, stale details and missing evidence. Wait for my confirmation before continuing.

Your checklist

1. Current status

Include: project; updated date; current goal; work in progress; blocker; next action; source links.

2. Decisions

For each decision record: date; what was chosen; why; supporting source; what it replaces; owner.

3. Handoff

Include: finished work with links; unfinished work; what has been checked; what still needs checking; exact next action.

4. Verify the summary

Compare the next chat's summary with your files. Correct mismatches before letting it act. Files provide reference material, not a memory guarantee.

Worked example

STATUS: brochure revision, accepted copy v3, image approval pending. DECISION: keep the existing price, confirmed Sep 10. HANDOFF: use the v3 copy link; request image approval; do not publish yet.

Your next check

Create a compact handoff from the supplied sources using headings Finished, In progress, Decisions, Verification, Blockers and Next action. Leave unsupported fields blank with a reason.

Read online: keybuilds.ai/project-handoff