

EXPERIENCE / KNOWLEDGE / IDEAS

START HERE GUIDE

ChatGPT Preference Studio

Create your project brief

A practical guide to completing the forms, exporting project.json and starting work in ChatGPT.

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Start Here

Follow these steps to create your project specification and use it with ChatGPT.

Step	Action	Result
1	Open ChatGPT Preference Studio using the published website link.	The forms are ready to complete.
2	Complete all forms with your project details and preferences.	Your project specification is prepared.
3	Open Executive & Workflow , then click Preview & Download .	You can review the complete specification.
4	Correct any missing information, then download the file.	You receive project.json.
5	Create a new project or chat in ChatGPT.	A workspace is ready for your project.
6	Upload project.json and any supporting documents.	ChatGPT receives the specification and references.
7	Submit the provided starting prompt.	ChatGPT explains its understanding and identifies missing information.
8	Review the understanding and provide any missing details.	The project scope is confirmed.
9	Tell ChatGPT to begin the project.	Work starts according to the specification.
10	Review and approve each required stage.	ChatGPT proceeds through the agreed workflow.
11	Request final validation against the acceptance criteria.	Requirements and deliverables are checked.
12	Download and save the final outputs with project.json.	You retain a complete project record.

First Step — Complete the Forms

1. Open **ChatGPT Preference Studio.html** file “index.html”
2. Complete the forms in order.
3. Select the options that best describe your project, preferred reasoning approach, creativity level, output requirements and review process.
4. In the final form, **Executive & Workflow**, review your answers.
5. Click **Preview & Download**.

Second Step — Download the Specification

1. Review the complete project specification shown in the preview.
2. If anything is missing or incorrect, return to the relevant form and update it.
3. When everything is correct, click **Download JSON**.
4. Your browser should download a file named:

project.json

5. Save this file somewhere you can easily find it, such as your **Downloads** folder.

Third Step — Prepare ChatGPT

For a substantial or long-running assignment, it is better to create a dedicated **ChatGPT Project** so its chats, files and instructions remain together.

1. Open ChatGPT.
2. Select **New project** from the sidebar.
3. Give the project a clear name.

4. Open a new chat inside the project.
5. Upload project.json using the attachment button or by dragging it into the chat.
6. Upload any supporting documents referenced in the specification, such as reports, spreadsheets, presentations, images or templates.

Fourth Step — Submit the Starting Prompt

After attaching project.json, send this prompt:

Please read the attached project.json as my project specification. Use the project details and preferences in the file to guide your work.

First, briefly explain what you understand the task, objectives and requested deliverables to be.

Identify:

1. Any supporting documents listed in the specification that still need to be attached.
2. Any missing or unclear answers that prevent you from proceeding.
3. Any important assumptions you would need to make.
4. The main stages you will follow to complete the project.

Do not begin the full work yet. Wait for me to confirm your understanding.

After I confirm, carry out the project according to the specification. Follow its review points, state important assumptions and check the results against its requirements and acceptance criteria.

If the specification asks you to pause for my review, stop at that point and wait for my feedback.

Fifth Step — Review ChatGPT's Understanding

ChatGPT should provide:

- Its understanding of the project.
- The expected deliverables.
- The proposed working stages.
- A list of missing documents or information.
- Any assumptions requiring your approval.

Read this response carefully before allowing the project to begin.

Sixth Step — Provide Missing Information

If ChatGPT requests documents or clarification:

1. Upload the missing documents.
2. Answer the missing questions.
3. Correct any misunderstanding.
4. Confirm or reject the suggested assumptions.

You can write:

I have attached the requested documents and provided the missing information. Please update your understanding of the project and tell me whether anything else prevents you from proceeding. Do not begin until I confirm.

Seventh Step — Confirm and Start the Project

When ChatGPT's understanding is correct, send:

Your understanding of the project, deliverables and workflow is confirmed. Please begin the project according to project.json and the supporting documents. Follow the specified stages and stop at every required review point for my approval.

Eighth Step — Review Each Stage

At every review point:

1. Examine the work produced.
2. Check whether it follows the specification.
3. Request corrections if necessary.
4. Approve the stage before moving forward.

To approve:

This stage is approved. Please continue to the next stage according to the project specification.

To request changes:

Please revise this stage based on the following feedback:

[Write your feedback here.]

After revising it, check it again against the relevant requirements and present it for my approval.

Ninth Step — Request the Final Validation

When all deliverables are complete, send:

Please perform the final validation. Compare every deliverable against the requirements and acceptance criteria in `project.json`.

Provide:

1. A completed-requirements checklist.
2. Any requirements that are only partially completed.
3. Any assumptions or limitations affecting the results.
4. A list of the final deliverables created.
5. Your recommended next steps.

Do not mark the project complete if any mandatory requirement remains unresolved.

Tenth Step — Save the Final Results

1. Download all final files created by ChatGPT.
2. Keep the original project.json with them.
3. Save important decisions and approved changes.
4. If the project changes significantly, return to ChatGPT Preference Studio, update the forms and generate a new version of project.json.
5. Give each version a clear name, for example:

project-v1.json

project-v2.json

project-final.json

This creates a complete workflow from defining the project through execution, review, validation and final delivery.