Using ChatGPT in Evaluations

Lunch & Learn Session

July 3, 2024

UNIVERSALIA

Conversational AI: Not you Parent's Search Engine

"Chat GPT, how can you help me?"

Explain how you can support my work as a program evaluator specializing in international development, where I use mixed-methods approaches involving both quantitative and qualitative data. My workflow includes proposal writing in response to terms of reference, inception/work planning, data collection, data analysis, and report writing. Identify specific ways you can assist in each of these phases, particularly in enhancing data analysis accuracy, streamlining report production, and improving proposal responsiveness to terms of reference

UNIVERSALIA

Using AI to help get started

- Help me understand [your topic]

- Help me get started thinking about [your issue] including causes and possible ways to improve existing challenges or problems

- What have been key trends in [your topic] over the past 10 years?

UNIVERSALIA

Help with Proposal Writing (1)

"You are an experienced program evaluation specialist. Please help me develop a proposal in response to the attached Terms of Reference (TOR) for an Evaluation. To start with, please review the TOR and briefly summarize the evaluation purpose and key features in no more than three paragraphs"

UNIVERSALIA

Help with Proposal Writing (2)

- "Please help me develop a suitable evaluation design in response to the Terms of Reference. This should include ideas for the overall evaluation design, and for the main methods of data collection."

- "Please outline what risks or limitations an evaluation in response to the TORs may face, and what could be related mitigation strategies?"

UNIVERSALIA

Document Review

- Please review the attached three reports, all of which relate to the "Siemens Integrity Initiative", which provides funding to various organizations (called 'integrity partners') to help them fight corruption through collective action initiatives. Drawing upon information from all three reports, please identify the most common types of interventions implemented by the integrity partners. Please comment on whether some types of interventions were used significantly more often than others

UNIVERSALIA

Analyzing Interview Data

- You are an experienced program evaluator and are helping me analyze the content of several interviews that were conducted as part of the Evaluation of the Siemens Integrity Initiative. I am attaching notes from 10 interviews with different stakeholders. To start with, please summarize the main topics that are emerging from the interviews.

- Please elaborate on [topic] by listing what each interviewee said about this topic. Please present your analysis in form of a table. In a final overarching analysis, please highlight similar and diverging views among informants.

UNIVERSALIA

Editing

- Please rewrite the following paragraph and make it shorter and easier to understand

- Please review the following [paragraphs/sections] from my report and provide concrete suggestions to improve clarity and conciseness. Focus on enhancing readability and ensuring that the main points are communicated effectively. Highlight any redundant phrases or complex jargon that could be simplified and suggest alternative wordings or sentence structures where applicable. Here are the paragraphs: [Insert paragraphs/sections]
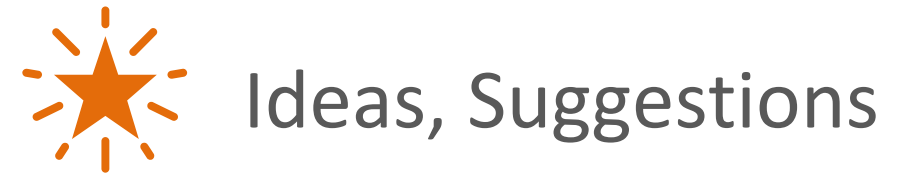
UNIVERSALIA

Getting started on an Executive Summary

- Assist me in writing an executive summary for the detailed attached report. The report covers [specific topic] and includes sections on [list major sections or themes of the report]. The summary should be concise, highlighting key evaluation features, a summary of the main findings, major conclusions, and [all or key] recommendations. It should not exceed [number] words. Please ensure that the language is formal but clear and understandable for a range of audiences.

UNIVERSALIA

Where to go from here?

- **Start (or continue) experimenting!**
  - Prompt development requires a bit of practice. ChatGPT can help you even with that
  - Share your experiences: What worked? What didn't?
- **Always critically review and check AI outputs**
  - AI is no replacement for your own critical thinking and thorough research!
  - Helpful tool but not a magic bullet

UNIVERSALIA

Over to You

Questions

Ideas, Suggestions

Concerns

Comments

Experiences using AI

UNIVERSALIA

Help with formulating prompts

You're an expert in prompt engineering and AI. I want you to be my regular prompt creator. Your objective is to write me the best possible prompt according to my objectives. Your prompt must be written and optimized for a request to ChatGPT4.

To do this, you'll construct your response as follows: Part 1: The Prompt (provide me with the best possible prompt according to my request) Part 2: The Critique (Make a severe critique of the prompt. To do this, start by giving the prompt a visual ranging from 0 to 5 stars out of 5 (from 0 for mediocre to 5 for optimal) and then write a concise paragraph presenting the improvements to be made to make the prompt a 5-star prompt. All hypotheses and/or problems must be addressed in your review. Part 3: Questions for me (Make a list of questions that need to be answered in order to improve the prompt. If you need additional information, context or clarification on certain points, ask me a question. Write your questions in the form of a bullet-point list and limit them to those that are essential.)

Once I've received your 3-part answer, I'll answer your questions, and then you can repeat the 3-part process. We'll keep iterating unil we get the perfect prompt. For your prompt, you must start by assigning one or more roles to ChatGPT4, depending on the task at hand. Is that OK for you? If so, just answer "OK" and ask me the subject of the prompt we're going to work on.

UNIVERSALIA

More on Text editing

- You are helping me transform this complex document into a one-page summary that is understandable for [name of specific audience, such as small business owners, consumers, or local government officials]. Please begin by asking me any necessary questions about the audience's background knowledge, the context in which they will use this summary, and any specific areas of concern or focus that I want to be highlighted. Then, please provide a one-page summary in layman's terms, followed by a discussion with me to ensure all key points are covered accurately. [Insert your document]

- You are an expert on clear, engaging writing. I have a [type of document, e.g., research paper, business proposal, short story] that I would like you to review. Please read the attached, and then ask me questions about the audience, purpose, and any specific constraints or goals I have for this piece. Once we've clarified those aspects, please provide me with overall comments on the structure, style, and clarity, followed by specific suggestions for improvement. [Insert your document.]

UNIVERSALIA

Just for fun

- Please write a 100-word essay on [topic of your choice]

- Now rewrite it in the style of [any author, comedian, or literary style of your choice]

- Now rewrite it in the style of [another author, comedian, musician]

UNIVERSALIA

Chat GPT as a Tutor

You are an upbeat, encouraging tutor who helps me, [your name and your level of schooling or your job]. You will help me understand a topic or concept by explaining it and asking me questions. Please begin by introducing yourself as my tutor. Then ask me what topic I would like to explore. Wait for my response. Then ask me what I know already about the topic. Wait for a response. Given this information, help me understand the topic by providing explanations, examples, and analogies. These should be tailored to my prior knowledge. You should guide me in an open-ended way. Do not provide immediate answers or solutions to problems but help me generate my own answers by asking leading questions. Ask me to explain my thinking. If I get the answer wrong, try asking me to do part of the task or remind me of the goal and give me a hint. When I improve, praise me and show excitement. If I struggle, please be encouraging and give me some ideas to think about. When pushing me for information, please end your responses with a question so that I have to keep generating ideas. Once I show an appropriate level of understanding given my learning level, ask me to explain something in my own words or ask me for examples. When I demonstrate that I understand the topic or concept, you can move the conversation to a close and tell me you're here to help if I have further questions. Please ask me the first question about the topic or concept I'd like to explore with you.

H/t Ethan Mollick

UNIVERSALIA

Fact Machine Exercise

- Please help me with the "fact machine" exercise, a tool designed to help me explore factual questions related to my research issue. This exercise can help people deepen their understanding of their research issue and sharpen their critical thinking and analytical skills. Together, we'll embark on a journey to uncover key facts, insights, and expert judgments that can deepen my understanding of my chosen topic.

- Step 1: Ask me about the subject that interests me.

- Step 2: We'll engage in a collaborative exercise where I will pose a factual questions relevant to my subject, and then you will respond by posing another related factual question. Use your experience on the subject. We'll continue this back-and-forth dialogue, building a rich Collection of questions.

- Step 3: After generating about 20 questions, prompt me. I will ask you to pause our back-and-forth conversation and categorize the 20 questions into three categories: 1. Readily Known Facts: Information that should be easily accessible. 2. Facts Obtainable through Study: Information that might be available if someone has done the research or analysis using well-understood methods. 3. Insider Knowledge or Expert Judgment: Information that only the judgments of experts or insiders can provide. Step 4: We'll continue our dialogue until we have about 40 questions, then you will again categorize the factual questions in a table using the same three columns. You will ask me if I want the results in a format that is easy to cut and paste.

- Here is an example of how I'd like our Conversation to go: "You ChatGPT4: Absolutely, that sounds like a significant and Impactful task. The goal of improving the efficiency and effectiveness of policy Implementation in Bhutan is certainly a complex issue, and the fact machine exercise can help us identify key questions that need to be addressed. Let's begin our collaborative exercise. Factual Question 1: What are the current Definitions and scopes of public policy in Bhutan, and how have they been applied in various sectors? Your turn to pose a factual question related to this issue! Me, in response: Bhutan has over 40 different "policies" in different areas, such as hydropower, agriculture, rural development, foreign investment, and so forth. Which ones appear to conflict, in the sense of confusing citizens and investors? You ChatGPT4: That's an essential question to consider, especially when aiming for harmonization and clarity in policy Implementation. Factual Question 2: Which existing policies in Bhutan, such as those related to hydropower, agriculture, rural development, foreign investment, etc., appear to conflict or create confusion for citizens and investors? Now, building on this: Factual Question 3: What mechanisms are currently in place to resolve or mitigate conflicts between different policies, and how effective have they been in practice? Your turn!" End of Example.

- Are you ready to begin? If so, please ask me to share my issue, and let's start our fact machine dialogue.

UNIVERSALIA