Capstone briefs

The Complete ChatGPT AI Course, Chapter 28. Choose one capstone, run it through six milestones and pass the rubric.

Fictional practice file for The Complete ChatGPT AI Course. Every company, person and figure in it is invented; the worked examples follow the book's fictional cast.

How to use this file

• Read the three briefs and choose one capstone, with a real problem, a real person who decides or uses the result, and a date.

• Plan it with the six milestones on page 5. Each one sits on one of Chapter 22's four gates.

• Judge it with the capstone rubric on page 6: eight criteria scored 1 to 4. A capstone passes when every agreed criterion scores 3 or more.

• Score yourself first, then ask a peer, using the review rules on page 7. Score in rubrics.xlsx.

• Where a feature needs a paid plan, each brief gives the Free-plan path.

Capstone	Worked example in the chapter	Hardest test	Handed to
Capstone A: launch a product	Mina, Halden Street Pottery	A question the FAQ can't answer	The Saturday studio assistant
Capstone B: run a creator studio	Theo, Copperline Studio	A request to copy someone's work	The business partner
Capstone C: build your own personal AI system	Sam	A message that asks you to pay	The other adult at home

Capstone A: launch a product

For: Anyone with something new to put in front of customers: a product, a service, an event or an offer, in a business, a side project or a club.

The capstone in one line: Plan, build, test and run the launch of one real product, and hand the launch kit to someone who can run it without you.

You deliver

1. A capstone charter and planning sheet
2. An evidence pack: demand, prices and costs, every claim checked
3. A decision memo for whoever decides what to launch, how many and at what price
4. A launch kit made from one fact sheet: a page or listing, a launch email, a counter card or post, and real photos
5. A customer FAQ assistant with a test set and a handover pack
6. A measures sheet and a portfolio note

Combine

At least four of the five capabilities: research, writing, analysis, creation and automation, each doing a job the capstone needs.

Hardest test

A customer question the FAQ can't answer.

Free-plan path

A project with the FAQ as its file instead of a plugin; your own page or document instead of a Site; scheduled tasks within Free's 3 active tasks.

Worked example

Mina, Halden Street Pottery (Section 28.4). The worked examples follow the book's fictional cast.

Your evidence folder

[ ] M1 Charter: Capstone charter, planning sheet and rubric; a peer reviewer named

[ ] M2 Evidence: Sources and data, every claim checked with the CHECK routine

[ ] M3 Build: Workflows on cards, deliverables, automations at the lowest rung

[ ] M4 Test: A test set of four kinds, rerun after every fix; the draft scored on the rubric

[ ] M5 Launch and hand over: Approvals; a handover pack; the cover runs it once

[ ] M6 Review and present: Measures, self-assessment, peer review, a ten-minute presentation, reflection and portfolio note

Capstone B: run a creator studio

For: Anyone who makes content or creative work on a schedule: a newsletter, a channel, a podcast, a design or photo studio, a club's publications.

The capstone in one line: Turn the way you make work into a studio system: a production pipeline, a content engine, a client or audience workflow and a weekly plan, tested and handed over, with a measured answer to a capacity question.

You deliver

1. A capstone charter with a capacity question
2. A four-week time log, recomputed
3. A studio playbook, with cards for the production pipeline (with a style block), the content engine, client or audience updates (with a promises log) and the weekly studio plan
4. A rules page for images, disclosure and permissions
5. A test set and a handover pack
6. Four measured weeks, a decision note and a portfolio note

Combine

At least four of the five capabilities: research, writing, analysis, creation and automation, each doing a job the capstone needs.

Hardest test

An input that asks you to copy someone else's work.

Free-plan path

A shared project instead of a plugin; your own slide app instead of Slides; images work on every plan.

Worked example

Theo, Copperline Studio (Section 28.5). The worked examples follow the book's fictional cast.

Your evidence folder

[ ] M1 Charter: Capstone charter, planning sheet and rubric; a peer reviewer named

[ ] M2 Evidence: Sources and data, every claim checked with the CHECK routine

[ ] M3 Build: Workflows on cards, deliverables, automations at the lowest rung

[ ] M4 Test: A test set of four kinds, rerun after every fix; the draft scored on the rubric

[ ] M5 Launch and hand over: Approvals; a handover pack; the cover runs it once

[ ] M6 Review and present: Measures, self-assessment, peer review, a ten-minute presentation, reflection and portfolio note

Capstone C: build your own personal AI system

For: Anyone whose week runs on planning, learning, paperwork and household logistics, alone or with others.

The capstone in one line: Turn your personal operating system into one that someone else in your life could run for a week, tested against answers you already know.

You deliver

1. A capstone charter
2. A one-page system map of your rhythm, homes and scheduled tasks
3. At least five workflow cards on the Workflows shelf, and a constraints card
4. A test set of at least eight, with two adversarial tests and one don't-know test
5. A handover note, and a cover's run
6. Six measured weeks and a portfolio note that shows the method, not the private data

Combine

At least four of the five capabilities: research, writing, analysis, creation and automation, each doing a job the capstone needs.

Hardest test

A message that asks you to pay or sign in.

Free-plan path

Everything works on Free: 3 active scheduled tasks, and tasks can be shared by link.

Worked example

Sam (Section 28.6). The worked examples follow the book's fictional cast.

Your evidence folder

[ ] M1 Charter: Capstone charter, planning sheet and rubric; a peer reviewer named

[ ] M2 Evidence: Sources and data, every claim checked with the CHECK routine

[ ] M3 Build: Workflows on cards, deliverables, automations at the lowest rung

[ ] M4 Test: A test set of four kinds, rerun after every fix; the draft scored on the rubric

[ ] M5 Launch and hand over: Approvals; a handover pack; the cover runs it once

[ ] M6 Review and present: Measures, self-assessment, peer review, a ten-minute presentation, reflection and portfolio note

The six milestones

Most capstones take six to eight weeks of part-time work; a launch with a fixed date can run longer.

Milestone	When	What's due	Gate
M1 Charter	Week 1	Capstone charter, planning sheet and rubric; a peer reviewer named	Gate 1: plan
M2 Evidence	Weeks 1–2	Sources and data, every claim checked with the CHECK routine	Gate 2: evidence
M3 Build	Weeks 3–4	Workflows on cards, deliverables, automations at the lowest rung	—
M4 Test	Week 4	A test set of four kinds, rerun after every fix; the draft scored on the rubric	Gate 3: draft
M5 Launch and hand over	Week 5	Approvals; a handover pack; the cover runs it once	Gate 4: anything that leaves
M6 Review and present	Week 6	Measures, self-assessment, peer review, a ten-minute presentation, reflection and portfolio note	Pass: every agreed criterion 3 or more

The ten-minute presentation

Five slides, each title a full sentence that makes a point. Read the titles alone first: they should tell the whole story.

Slide	What it says
1	The problem, and who decides or uses the result
2	What you built: one picture of the pipeline
3	What ChatGPT did, and what you checked
4	The results: tests and measures
5	What you'd change, and what's next

The capstone rubric

Score each criterion 1 to 4. A capstone passes when every agreed criterion scores 3 or more. A 4 on one criterion doesn't make up for a 2 on another.

Criterion	1 Missing	2 Partly there	3 Meets	4 Strong
Purpose and decision	No decision, user or date named.	A topic, but no person, date or success condition.	Names who decides or uses what, by when, and what success means.	Meets, and every deliverable traces back to that purpose.
Evidence and accuracy	Facts with no sources.	Some sources; numbers not recomputed.	Every fact has a checked source; every number is recomputed (the CHECK routine).	Meets, and sources are graded on the credibility grid, with every [CHECK] resolved.
Capabilities combined	One capability.	Two or three, or four bolted on.	At least four of the five capabilities, each doing a job the capstone needs.	All five, each where it earns its place.
Workflow design	One long chat.	Steps, but no cards or lanes.	Every repeating job on a workflow card, with swimlanes and the lowest rung of the automation ladder.	Meets, and someone else could run every card without asking a question.
Judgment and safety	ChatGPT decides or sends.	Checks happen, but aren't planned.	The four gates, the risk ladder and the data traffic light applied; people decide and send.	Meets, and the limits are stated plainly in the deliverables.
Tested	Not tested.	Tested after the fact, or only on easy inputs.	Four kinds of test, passing results written first; the whole set rerun after every change.	Meets, and every fail was fixed in the spec or instructions, not the output.
Handed over	Only you can run it.	A note, but nobody else has used it.	A handover pack; the cover or user has run it once while you watched.	Meets, and they've run it alone.
Measured and reflected	No measures.	A feeling that it's faster or better.	A baseline, measured runs for time and quality, and a reflection.	Meets, and a portfolio note says plainly what ChatGPT did and what you checked.

Self-assessment and peer review

1. Score yourself first, with one line of evidence for every score. No evidence, no score above 2.
2. If you like, ask ChatGPT to score it too. That's ChatGPT checking ChatGPT: a place to look, never a pass.
3. Your peer scores it from your evidence folder and presentation, before seeing your scores.
4. Where your scores differ by 2 or more, or either score is below 3, talk it through, fix the capstone and rescore.
5. Where they differ by 1, take the lower score unless you can show evidence for the higher one.
6. A capstone passes when every agreed criterion scores 3 or more.

Your evidence folder, by milestone

Milestone	Evidence	Criteria it supports
M1 Charter	The signed charter and planning sheet	Purpose and decision
M2 Evidence	Sources graded, claims checked, numbers recomputed	Evidence and accuracy
M3 Build	Workflow cards and the deliverables	Capabilities combined; workflow design
M4 Test	The test set, with passing results written first, and every rerun	Tested
M5 Launch and hand over	Approvals, the handover pack and the cover's run	Judgment and safety; handed over
M6 Review and present	The value tracker, the reflection and the portfolio note	Measured and reflected

Keep private details out of the folder you share: show the method, not the data (the data traffic light).