

00A-02 — CDMP Chapter Material Creation & Update Prompt Guide

Operational builder companion to 00A-01 — CDMP DMBOK Mastery Lab — Build Specification & Study System

Use this document when ChatGPT is creating, updating, or quality-checking chapter study materials. 00A-01 remains the governing policy/source-fidelity specification; this 00A-02 guide turns those rules into copy/paste working prompts.

1. How to use this guide

For normal chapter production, do not improvise a prompt from memory. Open the target chapter folder, confirm the controlling DMBOK source PDF, then use the appropriate master prompt below.

Use NEW CHAPTER BUILD when the chapter folder contains only the source PDF or does not yet have a complete study package.

Use EXISTING CHAPTER AUDIT / UPDATE when study artifacts already exist and need to be brought into alignment with current standards. Preserve correct material and repair only what is missing, inaccurate, shallow, inconsistent, visually weak, or out of date.

Always build from the chapter source first. Outside sources may clarify only when explicitly requested; they must not silently replace DAMA terminology, scope, roles, processes, or conclusions.

2. Current restart point

Chapter 1 — Data Management: prototype package complete through artifacts 01–07, with Doc/Sheet + PDF companions. Artifact 08 remains intentionally deferred until real learner mistakes exist.

Chapter 2 — Data Handling Ethics: source PDF is present; the chapter study package has not yet been built. This is the next chapter to create.

Chapters 3–17: source PDFs are present. Build them sequentially after the preceding chapter is completed and QC'd, giving greater depth and practice volume to higher-weight Fundamentals domains.

3. Standard chapter output architecture

01 — Guided Learning Guide

02 — Exam Map and High-Yield Targets
03 — Visual Memory Map / Framework Atlas
04 — Comparison and Battle Cards
05 — Scenario Lab
06 — Chapter Question Bank
07 — Teach-Back and Blank-Page Recall
08 — Chapter Review and Error Repair — create only after real learner performance produces meaningful errors or weak patterns.
Not every chapter needs every artifact at identical depth. Follow the chapter-specific media plan in 00A-01 and the chapter's exam importance. Avoid filler files.

4. NEW CHAPTER BUILD — master copy/paste prompt

PROMPT START

Build the study package for [CHAPTER NUMBER — CHAPTER TITLE] using the DMBOK chapter PDF stored in its Main 00A chapter folder as the controlling content authority. Use 00A-01 — CDMP DMBOK Mastery Lab — Build Specification & Study System as the governing build standard and 00A-02 — CDMP Chapter Material Creation & Update Prompt Guide as the operational prompt standard.

Before drafting any learner-facing artifact, read the entire controlling DMBOK chapter. Create an internal chapter blueprint that captures the chapter's section structure; important concepts and definitions; named frameworks/models; roles; activities/processes; tools/techniques; implementation guidance; governance responsibilities; metrics; diagrams/tables; cross-domain links; prerequisite concepts; likely confusion pairs; and Fundamentals/specialist relevance. Do not draft from memory before this blueprint is complete.

Map the chapter to current Fundamentals weighting and relevant specialist-exam context. Use weighting to control depth and practice volume, but do not omit supporting material needed to understand the chapter.

Build the Guided Learning Guide first. Teach for a motivated beginner: faithful DMBOK meaning, plain-language explanation, realistic example when useful, why it matters, how it connects to nearby concepts, and likely confusion/trap when applicable. Preserve DAMA terminology and explain acronyms on first use.

After the Guided Learning Guide passes source QC, build only the additional chapter artifacts that add a distinct learning function: Exam Map, Visual Memory Map/Atlas, Battle Cards, Scenario Lab, Question Bank, Teach-Back/Blank-Page Recall, and later Error Repair when real learner mistakes exist.

Teaching/reference artifacts must resolve learner-facing questions immediately using: ?

Question →  Answer →  Detailed Explanation →  DMBOK Source. Dedicated assessment/retrieval artifacts may separate answers only when a complete clearly labeled answer/reconstruction key exists. Every scenario question set must be explicitly resolved in the immediately following rationale.

All multiple-choice questions must be original. For each MCQ provide one defensible best answer, the rationale for the correct answer, why each distractor is wrong, and source metadata where possible. Build distractors from real DMBOK confusions, not random trivia.

Use the established visual standard: navy structure/authority, teal learning/analysis, orange/gold distinctions/caution, green correct/success, red traps/errors, neutral source notes; semantic emojis/callouts only when they support learning. Make the native Google version readable and visually organized.

For every completed learner-facing Google Doc, create a same-base-title PDF in the same chapter folder. For Sheets intended for reading/printing/offline practice, create a PDF when practical. Read back the native Google version and render/inspect the PDF for clipping, overlap, broken glyphs, unreadable tables, blank/orphan pages, or missing content.

Before handoff, run the full QC protocol: source fidelity; coverage against the blueprint; DAMA terminology; beginner depth; example accuracy; confusion distinctions; assessment quality; weighting discipline; cross-domain consistency; redundancy control; question completeness; native Google readback; PDF parity; and visual integrity. Repair confirmed issues before declaring the artifact complete.

Save all chapter-specific materials in the same chapter folder as the controlling DMBOK PDF using the standard naming convention. After the chapter theory package is complete, consult Main 00B's chapter-to-lab curriculum map and technology gates to decide whether/when to build the Meridian applied lab.

Do not build Artifact 08 generically. Wait for actual learner mistakes/performance data.

PROMPT END

5. EXISTING CHAPTER AUDIT / UPDATE — master copy/paste prompt

PROMPT START

Audit and update the existing study package for [CHAPTER NUMBER — CHAPTER TITLE]. Do not rebuild correct work unnecessarily. Use the chapter's DMBOK PDF as the controlling content source, 00A-01 as the governing build/QC specification, 00A-02 as the operational standard, and the existing chapter artifacts as the working files to preserve and improve.

First inventory the chapter folder and identify which standard artifacts exist in Google-native form and PDF form. Read the full controlling DMBOK chapter and create/refresh the internal chapter blueprint before judging the existing materials.

Compare each existing artifact against the current source and current standards. Identify: missing important concepts; DAMA terminology drift; shallow or circular explanations; examples that do not actually fit; missing confusion distinctions; unresolved learner questions; incomplete scenario rationales; weak MCQ distractors/rationales; incorrect or invented sequence/causality; duplicated material; outdated visual formatting; missing Google/PDF parity; and chapter content that is disproportionate to exam value.

Preserve accurate, useful content. Patch or expand the existing artifact in place where practical instead of replacing the entire file. If a structural redesign is necessary, preserve all unique correct content and the chapter's established naming.

Re-run source/content QC after edits. Then read back the native Google file, regenerate the PDF companion in place, and visually inspect the PDF. Do not leave a corrected Google Doc paired with a stale PDF.

Artifact 08 remains performance-driven. Do not create generic error-repair material unless actual learner mistakes exist.

At the end, report what changed, what was intentionally preserved, any source limitation, and whether the chapter is ready for learner use and Meridian lab handoff.

PROMPT END

6. Internal chapter blueprint prompt

Before creating learner materials, read the complete DMBOK chapter and produce an internal blueprint with: section-by-section outline; must-know concepts; named models/frameworks; roles and responsibilities; activities/processes and whether they are actually ordered; tools/techniques; implementation guidance; governance; metrics; key tables/figures; prerequisites; cross-chapter links; likely confusion pairs/clusters; exam-weight context; specialist relevance; and candidate examples/scenarios that remain faithful to the source.

Explicitly flag anything the source does NOT establish so it is not invented downstream.

7. Artifact prompts

01 — Guided Learning Guide

Create a ground-up learning guide. For every important concept, provide faithful DMBOK meaning in your own words, plain-language explanation, realistic example when useful, why it matters, connections to nearby concepts, and likely confusion/trap when applicable. Cover important named frameworks, roles, activities, tools/techniques, implementation guidance, governance, and metrics. Add Stop and Check items only when immediately followed by Answer → Explanation → Source. End with what the learner should now be able to explain.

02 — Exam Map and High-Yield Targets

Separate content into Must Know Cold, Must Understand, Must Distinguish, Must Apply, Useful Context, and Low-Priority Detail. For each item explain why it belongs there and what type of question could test it. Flag named lists/sequences worth memorizing only when the source establishes them. Do not claim proprietary exam certainty.

03 — Visual Memory Map / Framework Atlas

Identify relationships best learned visually. Create only meaningful lifecycle flows, hierarchies, role relationships, architecture/model relationships, decision trees, or framework maps supported by the chapter. Every visual needs a title, interpretation, rebuild-from-memory prompt, immediate Answer Check, and source anchor. Do not invent order, causality, hierarchy, or ownership.

04 — Comparison and Battle Cards

For each important confusion pair/cluster, compare definition, purpose, scope, owner/user, inputs, outputs/artifacts, when used, common confusion, deciding distinction, contrasting scenarios, exam-trap note, and an accurate memory hook when useful. The deciding distinction must be strong enough to choose between plausible answers.

05 — Scenario Lab

Create progressively harder business scenarios grounded in the chapter. Ask: primary problem, leading DMBOK Knowledge Area, supporting areas, accountable/involved role, best activity/control/process/model/artifact, tempting weaker response, and how a changed fact changes the answer. Immediately follow each scenario set with a complete Answer and Rationale resolving every question and citing the same source basis.

06 — Chapter Question Bank

Create original four-option MCQs spanning recognition, distinction, role, sequence, scenario/application, governance/metric, and best-answer reasoning. Store chapter/topic/subtopic, difficulty, cognitive type, question, A-D, correct answer, rationale, rationale for every distractor, source anchor where possible, confusion pair, and error tag field. Answers may be separated only in a complete Answer Key.

07 — Teach-Back and Blank-Page Recall

Create high-value retrieval prompts requiring explanation, listing, sketching, classification, or reconstruction without looking. Include 60-second, 3-minute, and 5-minute tasks where appropriate. Provide a complete clearly labeled answer/reconstruction key and tell the learner exactly when to consult it. Target understanding, not arbitrary trivia.

08 — Chapter Review and Error Repair

Create only after actual learner performance data exists. Use real missed questions, confidence errors, confusion pairs, role/sequence mistakes, misreads, elimination failures, time pressure, or lookup failures to build targeted reteaching and retest material. Do not create generic repair content merely to fill the folder.

8. Chapter-specific depth and media rule

Use the chapter-specific media plan in 00A-01. High-weight domains such as Data Governance, Data Modeling and Design, Metadata Management, Data Quality, Reference/Master Data, and Data Warehousing/BI should receive deeper explanation, more application/discrimination work, and larger question banks than low-weight topics. Chapter 14 should remain concise for Fundamentals despite being important context. Chapters 15–17 are supporting/specialist context and should emphasize maturity, roles, change, and cross-domain integration.

9. Question-resolution rule — non-negotiable

Teaching/reference artifact: question appears immediately with its source-grounded answer, detailed explanation, and DMBOK source anchor.

Scenario Lab: a short group of related questions may appear together, but the immediately following Answer/Rationale must explicitly answer every sub-question.

Dedicated assessment/retrieval artifact: answers may be separated for testing value, but there must be a complete clearly labeled answer/reconstruction key.

If the controlling DMBOK chapter does not support an answer, revise/remove the question or state the limitation. Do not silently import general knowledge.

10. Visual and PDF completion rule

A chapter artifact is not complete after content drafting. Perform a visual-design pass, read back the Google-native version, create/update the companion PDF, and render/inspect the PDF. The editable and PDF versions must contain materially identical learning content and answer keys.

11. Meridian applied-lab handoff prompt

After the theory package is complete and source-QC'd, evaluate Main 00B's Chapter-to-Lab Curriculum Map and Technology Competency Roadmap. Build/schedule a Meridian lab only if it adds a distinct learning function and the required technology gate is met. Not every chapter should become coding. Choose the medium that makes the DMBOK concept concrete: management artifact, decision dilemma, trace/observation, technical build, break/diagnose/repair exercise, role simulation, or cross-domain incident.

Keep DAMA meaning controlled by the chapter source. Current official software documentation may control tool syntax/behavior but never replaces DMBOK meaning. Require inspectable

evidence, interpretation, a DMBOK debrief, and reduced-scaffolding/independent reconstruction where appropriate.

12. Final QC prompt

Before finalizing any artifact, act as a separate quality reviewer. Compare the artifact against the controlling DMBOK chapter, the internal chapter blueprint, 00A-01, and this 00A-02 operational guide. Identify and repair: missing important concepts; inaccurate/overbroad claims; terminology drift; shallow explanations; bad examples; missing distinctions; unresolved questions; ambiguous scenarios; weak distractors or rationales; invented order/causality; duplication; disproportionate depth; poor visual hierarchy; stale PDF companion; broken links/tables; and any mismatch between Google and PDF versions. Then ask: could a motivated beginner understand it, retrieve it later, distinguish it from neighboring concepts, and apply it in a scenario? If not, revise again.

13. Definition of done for a chapter package

The controlling DMBOK chapter has been read completely and a blueprint exists.

The Guided Learning Guide is complete and source-checked.

The chapter-appropriate Exam Map, visuals, comparisons, scenarios, question bank, and recall material are complete.

All learner-facing questions are resolved according to artifact type.

The Google-native files have been read back and visually checked.

Required PDF companions exist in the same chapter folder and have been rendered/inspected.

No filler artifacts were created. Artifact 08 is deferred unless real learner mistakes exist.

The chapter is ready for learner use and, where appropriate, Meridian applied-lab handoff.

14. Quick restart — Chapter 2 Data Handling Ethics

Next action: open Chapter 2_Data Handling Ethics and use Section 4 NEW CHAPTER BUILD.

Read the entire Chapter 2 source first. Build the internal blueprint before drafting.

Build 01 — Guided Learning Guide first. Chapter 2 should emphasize clear ethics concepts, dilemmas, best-action reasoning, principle comparisons, privacy-law principles only at the level presented by DMBOK, online-data issues, risks of unethical practices, ethical culture, and the relationship to governance.

Then create only the chapter-appropriate supporting artifacts. Do not force technology or coding into Chapter 2. After source/QC completion, evaluate the Meridian ethics/decision lab.

When Chapter 2 is complete, continue sequentially to Chapter 3 using the same process.

15. Authority and maintenance

00A-01 remains the governing build specification. 00A-02 is the operational copy/paste prompt guide. If the two ever conflict, repair 00A-02 to match the current 00A-01 rule before building more chapter materials.

Update this guide whenever a material build rule changes materially so future chapters do not repeat an old defect.