

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Attach the files once. Write the rules once. Every chat starts already knowing both.



Why use one

- **It remembers the job, not you.** A project holds the files, the standing instructions and every chat about one job, so you stop re-attaching and retyping.
- **It fixes “it does not know my command”.** Put the instruction, the template and last year's approved package in it, and every answer draws on them.
- **It keeps work findable.** One chat per nominee, per section, per week, side by side instead of lost in your history.
- **Use a plain chat for one-offs.** A project earns its keep when you come back to the same job.



Make one in five minutes

- 1 **ChatGPT:** Projects, then Create. Name it, add files under Sources (up to 40), write the instructions under Edit project.
- 2 **Grok:** Projects, then Create project. Name it, add files, write the instructions. New chats default to Expert mode.
- 3 **Gemini:** no projects. An agent with knowledge files does the same job.
- 4 **Write the standing instruction.** “Use only the attached files. Match the attached template. Cite the paragraph. Write CONFIRM where something is missing.”



Sharing, as of September 2026

- **Gemini agents can be shared today** with named people in your organization. Sharing the agent shares its files.
- **Grok shows a Share Project control,** but sharing between users was not working for us yet. When it arrives, a whole shop can work from one project while each person's chats stay private.
- **ChatGPT projects and GPTs have no share control yet.** Share the four lines of instructions and the files instead.
- **Until then:** the source lives on the share drive; the project is your working copy.

TAKE AWAY

One job, one project: files once, rules once. Build it now for yourself; when sharing arrives your shop inherits a desk that already works.

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