

Build a Knowledge Base with AI

Execution Path

A structured route from idea to working output - the steps, outcomes, workflows, resources, and tools, in order.

Category: Knowledge Systems Steps: 6 Phases: 4
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PATH SUMMARY

6 steps across 4 phases.

Use this document as a portable execution guide. Each step lists the expected outcome and the workflow, resource, and tool used in NewPrompt.

PHASE 1 · Define & Scope

Clarify what you're building and for whom.

Step 1 · Plan the knowledge taxonomy

Decide what knowledge the base must hold and how it's organized - around the questions people actually ask, not the org chart - so the structure reflects how knowledge is sought, not how it was filed.

OUTCOME

A knowledge plan and taxonomy tied to real questions.

USED IN THIS STEP

Workflow AI Content Strategy Workflow
Resource Content Strategy Prompt Workflow
Tool Multi-Step Prompt Builder

PHASE 2 · Design

Design the right solution before building.

Step 2 · Structure it for search

Organize the taxonomy into an information architecture - categories, hierarchy, cross-links - so a person lands on the right article in one or two steps instead of scrolling a flat list of titles.

OUTCOME

An information architecture that makes knowledge findable.

USED IN THIS STEP

Workflow AI Website Structure Workflow
Resource Sitemap & Site IA Spec Prompt - Pages, Navigation, and Structure
Tool Markdown Output Builder

PHASE 3 · Build & Refine

Build, test, secure, and make it production-ready.

Step 3 · Write the knowledge articles

Write the entries themselves - clear, consistent, self-contained - so each article answers its question on its own and reads the same whether a person or an AI assistant surfaces it.

OUTCOME

Clear, consistent, self-contained knowledge articles.

USED IN THIS STEP

Workflow	AI Content Writing Workflow
Resource	Technical Documentation Prompt
Tool	Markdown Output Builder

Step 4 · Tag the metadata

Extract and attach the metadata each entry carries - topic, owner, last-reviewed, audience - so the base can be filtered, kept current, and surfaced precisely instead of searched by keyword alone.

OUTCOME

Metadata extracted so entries are filterable and maintainable.

USED IN THIS STEP

Workflow	AI Data Extraction Workflow
Resource	Extract Data From Text with AI
Tool	Extraction Prompt Generator

Step 5 · Make it AI-retrievable

Prepare the knowledge base for retrieval - chunked and grounded - so an AI assistant can answer from it accurately and admit when the base doesn't cover a question, turning a static repo into a source an AI can use.

OUTCOME

The knowledge base prepared for accurate AI retrieval.

USED IN THIS STEP

Workflow	AI RAG Context Workflow
Resource	Context Window Planning for RAG - Budget the Retrieved Docs
Tool	Context Window Estimator

PHASE 4 · Ship & Validate

Ship with confidence and validate results.

Step 6 · Ship it maintainable

Deploy the knowledge base with a publishing and review path you can rerun - so updating an article is routine, not a project, and the base stays current instead of decaying into the thing nobody trusts.

OUTCOME

A deployed knowledge base with a repeatable maintenance path.

USED IN THIS STEP

Workflow	AI Deployment & Release Workflow
Resource	Production Readiness Review Prompt
Tool	Markdown Output Builder

This PDF is a static export of the NewPrompt execution path. It does not include workspace progress, personal notes, saved outputs, or project state.