

Claude Code Projects: instructions template + 10 tasks to try

A copy-and-paste project instructions brief for a code project and for a no-code project, plus ten tasks to send your first project, from Anthropic's own documentation and our own use.

WHAT THIS ADDS

Project instructions are the one thing every thread reads before it starts, so write them before you send any work. Keep them short, say what needs your go-ahead, and tell threads to stop and report when something is missing instead of guessing.

Brief A: a code project

This project holds p95 latency for the payments API under 200 ms: profiling, query and caching fixes, and the dependencies. Branch from main and open one draft pull request per thread.

- Before you call work done, run ``make test`` and ``make lint`` and paste the summary lines in your final message.
- If you can't reach something you need, such as a repository, a secret, an API, or a connector, say exactly what's missing.
- Don't merge, force-push, or change CI configuration without asking me in the thread.

This is the example brief from Anthropic's Projects documentation. Change the goal, the repository name and the commands to yours.

Brief B: a no-code project (documents and tickets)

This project reviews client contracts and support tickets for [your business].

- Work only from the files on the Library tab. If a file is missing or unreadable, say so in your first message and stop.
- Deliver each write-up as a file on the Library tab, named [topic]-[date].md.
- Quote the exact clause, page or ticket number for every finding.
- Keep every write-up under one page unless I ask for more.
- Never email anyone, change a document, or contact a client. Ask me in the thread first.

Ten tasks to send your first project

Send task 1 on its own, open the thread when it finishes, and only then send the rest. Tell Claude "Run at most two threads at a time" if you want to keep plan usage down.

- Explore and report.** "Read everything in the project and tell me what's wrong, in order of importance. Don't fix anything yet."
- Renewal dates.** "Find every renewal date, notice period and payment term in these contracts and put them in one table."
- Top ten problems.** "Find the ten most common problems in these support tickets, with one example ticket for each."
- Reply drafts.** "For the five most common ticket problems, draft a reply template I can paste into my help desk."
- Price check.** "Compare the prices in these three supplier quotes line by line and flag anything that changed since last year's quote."
- Onboarding checklist.** "Turn these notes into a one-page onboarding checklist for a new client."
- Lint config (code).** "Bring every service up to the new lint config, one pull request per repository."
- Flaky test (code).** "Fix the flaky login test. Open a draft pull request and tell me what caused it."
- Release notes (code).** "Write release notes for everything merged since the last tag, in plain English for customers."
- Weekly routine.** "Every Monday at 8am, post a summary of new tickets from last week and which ones are still open." (Claude can set this up as a routine inside the project.)

Three settings to check first

- Project settings > General > Thread model and Thread effort.** A new project runs Opus at high effort. Pick a smaller model or lower effort for routine work.
- Project settings > Memory > Project instructions.** Paste your brief here (up to 16,000 characters).
- Project settings > Usage.** Token use by thread and by model, so you can see what a batch cost you.

DO THIS

Paste one of the two briefs into Project settings > Memory > Project instructions, change the names, then send task 1 on its own before the rest.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped

- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT key** — no markup on it. No SMS or phone calls yet. \$49/month per business, \$149 Agency, and we move your contacts over for you.

Fynl.io works the same way: you say what you want in plain words and the AI does the busywork, using your own Claude or ChatGPT key with no markup on top. Write-ups from a project can go straight into a Fynl quote, invoice or email to the client.

Sources

- Claude Developers on X, October 9, 2026: every Pro and Max user on the waitlist let in — <https://x.com/ClaudeDevs/status/2108621476538781878>
- Let Claude coordinate ongoing work with Projects (Claude Code documentation) — <https://code.claude.com/docs/en/claude-projects>
- Projects redesigned: from folder to conversation (Anthropic, September 17, 2026) — <https://claude.com/resources/articles/projects-redesigned>
- Claude Code Projects waitlist — <https://claude.com/form/projects>
- Claude GitHub App — <https://github.com/apps/claude>
- Remote Control (Claude Code documentation) — <https://code.claude.com/docs/en/remote-control>