pmexperts
Value via projects

Project Management with AI

Practical use of an AI assistant in a project manager's work · one-day workshop

A practical one-day workshop in which you take an AI assistant through the entire project life cycle – from the project concept and charter, through scope, schedule, budget and risk, to the status report, change impact analysis and closure.

You work on a single, realistic case study and learn how to use generative AI (e.g. Microsoft 365 Copilot, Claude, ChatGPT) to prepare good project documents faster – and how to check whether the output can be trusted.

8
PDUs

Ways of Working	5
Power Skills	2
Business Acumen	1

DURATION
1 day · 8 hours

LEVEL
basic

FORMAT
workshop, team exercises, case study

CERTIFICATE
PMI® ATP

Training objectives

Participants will learn to:

- write effective prompts using the **ICC** model (Instruction, Context, Constraints) and refine the results iteratively,
- use AI to draft key project documents: project charter, stakeholder register, requirements and WBS, schedule, budget with an S-curve, risk register and RACI matrix,
- use AI to prepare a status report for the steering committee and analyse the impact of a change request,
- use AI as a "devil's advocate" that exposes weak assumptions, gaps and inconsistencies in documents,
- verify AI output: catch hallucinations, numerical errors and "gold plating",
- use AI safely in projects: data confidentiality, GDPR, the EU AI Act and the principle "AI proposes, people decide".

How we work

- **Case study** – a project to relocate a company's headquarters to a new hybrid office, run from the initial idea to closure. Each exercise builds on the results of the previous one.
- **7 practical exercises** in teams of 3–4: first a draft without AI, then work with AI and a joint review of the result.
- **Live demos and discussions**, e.g. about which decisions should never be delegated to AI.
- We work only with fictitious data. The approach works regardless of the tool approved in your organisation.

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Training programme

1. **AI in projects** – key concepts, the role of AI in the project team, the ICC model, your first prompt
2. **Initiating with AI** – project concept and charter, SMART objectives, stakeholders, kick-off meeting
3. **Planning with AI** – requirements and WBS, schedule, resources and RACI, budget, risk register
4. **Executing, monitoring and controlling with AI** – status report, change control, change impact analysis
5. **Closing and responsible AI** – lessons learned, principles of responsible AI according to the PMI standard, legal framework (EU AI Act, GDPR, confidentiality)
6. **Summary** – your action plan, Q&A, training evaluation
+ **Optional: exam** – a test to assess participants' knowledge

Who is it for

- Project managers who want to prepare documentation, plans and reports faster
- Project team and PMO members
- People starting their career in project management
- Product managers and team leaders running project-based initiatives

No technical skills or prior experience with AI are required.

What you get

- A set of 20 ready-to-use prompts for project managers covering every project stage
- Training materials and project document templates
- PMI® ATP certificate and 8 PDUs

What the training does not cover

The training is about working with an AI assistant. It does not cover building AI agents, workflow automation (e.g. Power Automate, Make), system integrations (Teams, Planner, SharePoint), or building dashboards and project portfolio analytics. If your organisation is looking for such solutions, contact us – we will help you identify the right path.

After the training

For graduates we offer a series of two 2-hour follow-up webinars: "AI in planning and risk management" and "AI in monitoring, reporting and communication" (2 PDUs each).

Languages and locations

Training is delivered online and in person, in Polish or English. We also run closed in-company training for groups of 6 or more.

Delivery guarantee

Training is confirmed 14 days in advance. If the minimum number of participants is not reached, it may be postponed or cancelled – you can then choose another date, another course or a refund.

Dates, prices and registration

Scan the code or get in touch

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