

Using AI in Projects

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What is AI Anyway?



"Hey Siri"



"Hey Google"

• REACTIVE

Spam Filters
Chatbots
Recommendation engines from Spotify or Netflix

• LIMITED MEMORY

★ Generative AI tools (e.g. ChatGPT)
Self-driving cars
Virtual assistants

THEORY OF MIND

Understands the needs of other intelligent entities

SELF-AWARE

Evolved to have human-like intelligence and self awareness

4 Types of AI

Narrow AI

Exists today

Strong AI

Only exists as a concept or theory

Source: <https://www.litmus.com/blog/the-4-types-of-ai>

GARTNER AI MATURITY MODEL

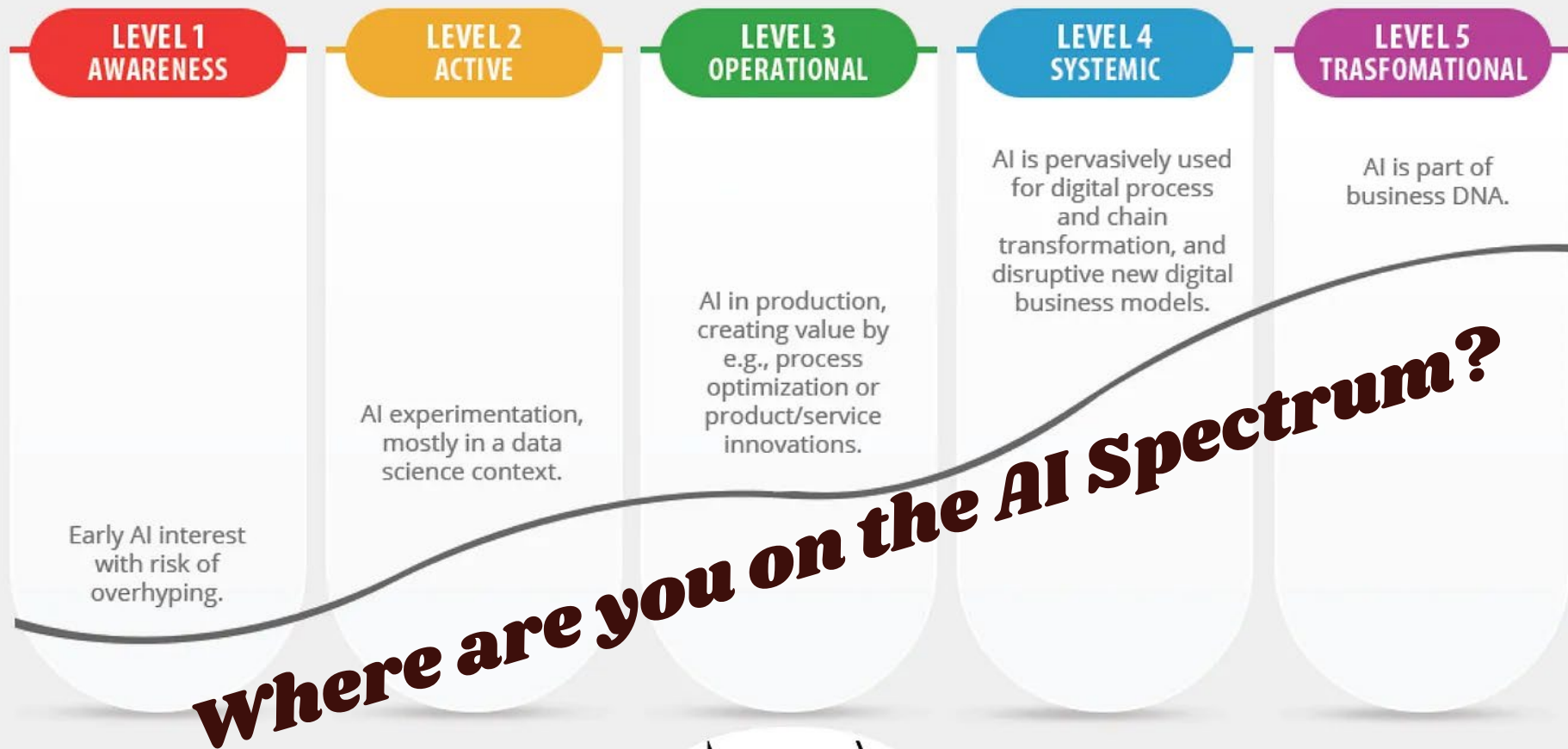




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01

Why AI

And Why should I care?



***80% of today's project
management tasks will be
eliminated by 2030
as AI takes over.***

- Gartner, Inc.



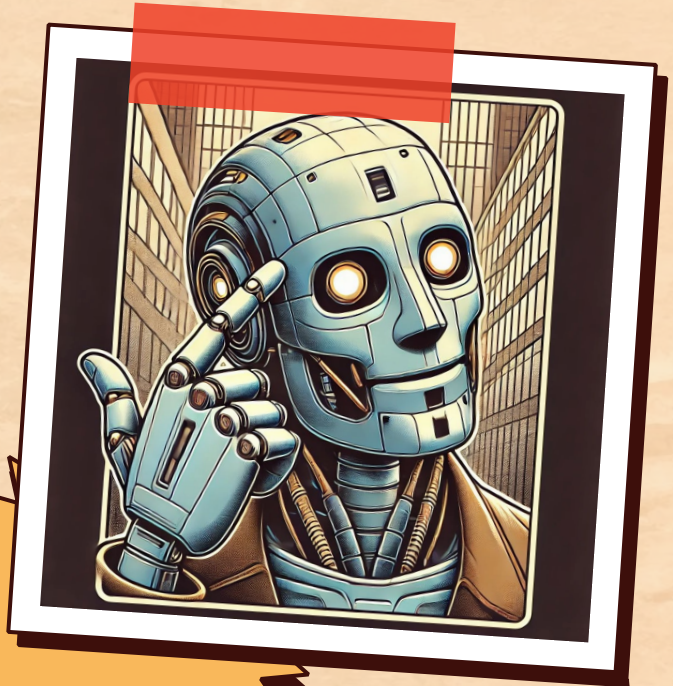
How are you using AI?

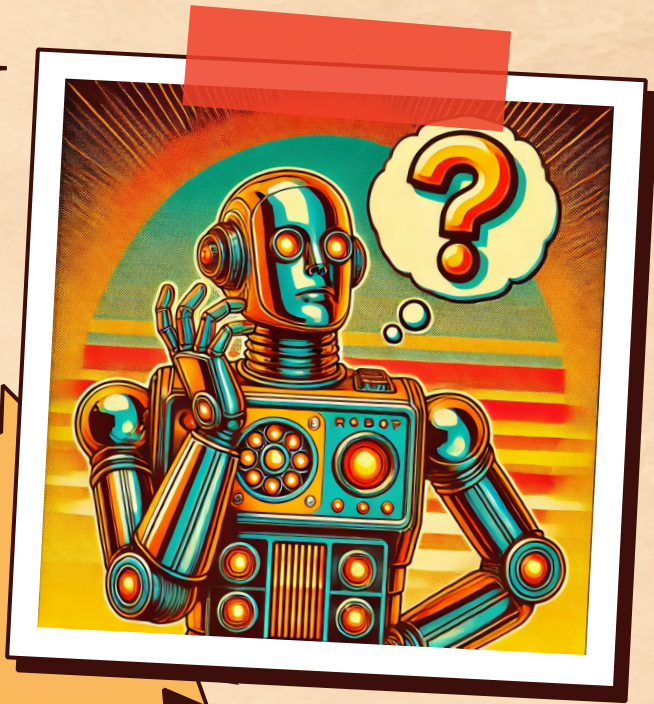


**ONLY WAY TO KEEP
AI FROM TAKING YOUR JOB**

**IS TO USE AI TO
DO YOUR JOB BETTER**

imgflip.com

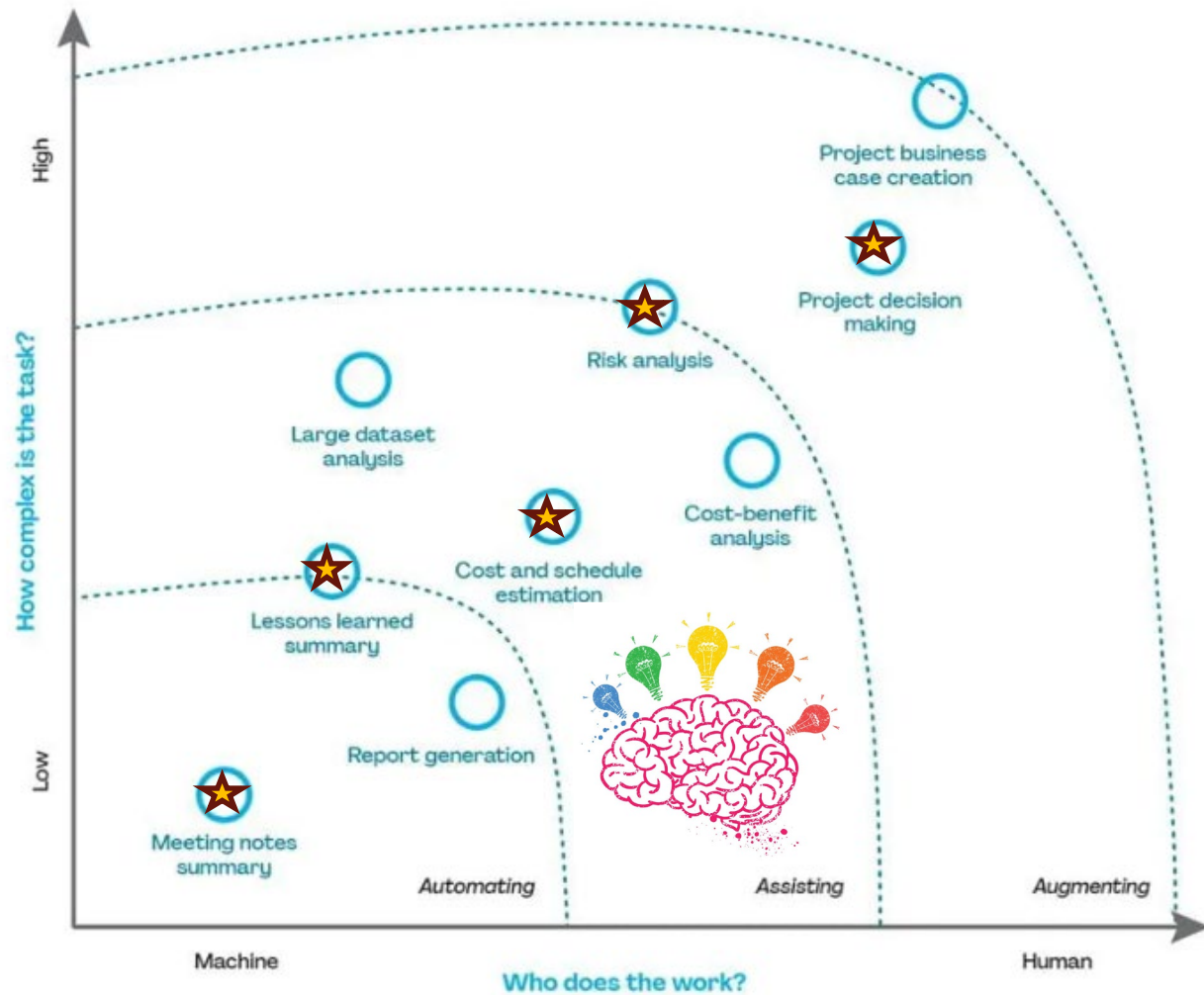




02

When to use AI

Great, when could/should I use AI?





03

Where Can AI Support

Where can I use AI in my projects?

Project Performance Domains	Tasks	GenAI Tool (Examples)	Applications	Expected Impact
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Planning	Scope definition	ChatGPT-4, Bard, MS Copilot, Show Me Diagrams (ChatGPT plugin)	Generate preliminary plans, refine scope description, analyze historical data, generate diagrams such as network diagrams, Gantt charts, etc.	<ul style="list-style-type: none"> Faster execution More productivity Less inconsistencies or errors Better documentation quality Better use of historical data
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Planning	Estimate effort, duration costs	ChatGPT-4, Bard, Smartsheet	Automate calculations, optimize schedules, generate comprehensive and integrated analysis	<ul style="list-style-type: none"> Faster execution More comprehensive analysis Better alignment with business context and market challenges and opportunities
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Planning	Develop communication plan	ChatGPT-4, Bard, MS Copilot	Understand stakeholder communication needs, create a communication plan within an existing template, analyze past communication plans for trends and omissions	<ul style="list-style-type: none"> Faster execution More comprehensive analysis Better use of historical data Better alignment across functions and business areas
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Planning	Create business case	ChatGPT-4, Bard	Define the business need, evaluate industry context, prioritize among other organizational initiatives, identify positive and negative market conditions	<ul style="list-style-type: none"> Faster execution More comprehensive analysis Better alignment with business context and market challenges and opportunities
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Source: <https://www.pmi.org/learning/tought-leadership/ai-impact/shaping-the-future-of-project-management-with-ai>

04

Examples/ Demo of How to Use AI

Let's look at some examples of How to use AI



AI Prompt Examples Assisting: Project Plans

1. "Can you guide me through the essential elements to include in a robust project plan?"
2. "How can I incorporate risk management strategies into my project plan?"
3. "Provide tips for ensuring that a project plan stays on schedule."

Source: https://www.smartsheet.com/sites/default/files/2024-05/IC-How-to-Write-Project-Management-Prompts-for-Generative-AI-Cheat-Sheet_12033_PDF_0.pdf

How to Write Project Management Prompts for Generative AI Cheat Sheet

1. Give the AI a Role

To give the AI the right perspective, tell the AI who or what it is, state the job title and the type of company or projects it works on. Think of the role as the character you need the AI to play when crafting its response.

2. Prompt the AI with Specific Expertise

Add the knowledge required for the AI to act in character for the prompt. If you would like it to have specific project management methodologies or certifications, list them. Tell the AI how much experience it should have in a given field or which experts to reference.

3. Give the AI a Tone of Voice

Specify the voice you want it to respond in. Use words such as "academic" and "professional" if you would like a formal tone, or "friendly" and "natural" if you would like a more casual response.

4. State Your Goal

State the ultimate goal of the response. What are you trying to achieve? This can be anything from "create a project schedule" to "summarize these meeting notes" to "outline the steps of a software development project," and anything in between. Tell the AI know what you expect to gain with the prompt you are giving it.

Live Demo

Demonstration of How to use AI



AI Prompt Examples

Assisting: Presentations

1. "How do I create a compelling project presentation that appeals to leadership and team members?"
2. "What are some effective ways to present project risks and mitigation strategies during a presentation?"
3. "Can you provide a template or structure for a project status update presentation?"

Source: <https://www.plusdocs.com/blog/how-to-write-an-effective-ai-prompt>

1. Type of presentation

2. Presentation topic

3. Audience

4. Specific content

Create a webinar about SMS marketing automation for executives at food and beverage companies.

Include a case study on the ROI of marketing automation at our largest consumer goods customers



DEMO of Assisting: "Risk Analysis"

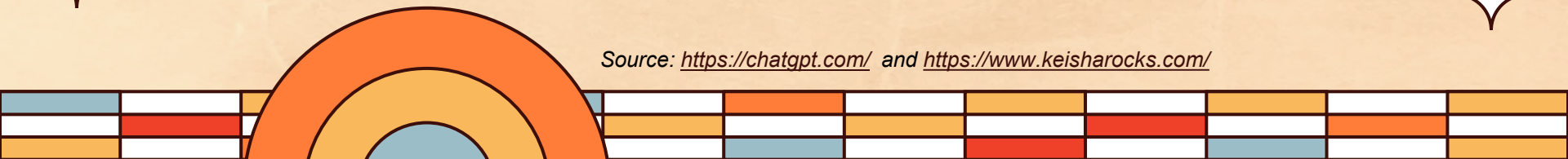
Brainstorming using ChatGPT on your own <https://chatgpt.com/>

- **Establish the Persona:**

You are a PMP certified senior project manager with over 20 years experience. You are an expert and identifying project risks and facilitating risk identifying brainstorming sessions. You will be my brainstorming partner to help plan and execute a brainstorming session with my team. Please hold for further instructions.

- **Establish the work:**

We will work together to identify risks for the Identity and Access Management Project. Based on what you know about this type of project, suggest some possible project risks that we should consider. Use this format: if X happens, it could cause Y, resulting in Z. Organize into risk categories.



Source: <https://chatgpt.com/> and <https://www.keisharocks.com/>



DEMO of Assisting: "Risk Analysis"

Brainstorming using ChatGPT with a team

- **Use ChatGPT to generate questions to ask the team:**

These are great. Next, provide some questions I can use to facilitate a session with my project team to elicit project risks from them. I want to draw on their knowledge and experience with past projects, institutional knowledge, and their expert knowledge in their areas.



Source: <https://chatgpt.com/> and <https://www.keisharocks.com/>



DEMO of Assisting: "Risk Analysis"

Bring ChatGPT into the meeting with a team

- Use ChatGPT to generate mitigation strategies:
Here are the risks that we have identified for this project. Please provide recommendations for mitigation strategies. Let's brainstorm together, one risk at a time, starting with Risk #1. Do not move to the next risk until I tell you that we are ready.

- 1. Technical Risks:** Integrating the IAM solution with existing systems and applications can be challenging. Compatibility issues might arise, leading to delays and additional costs.
- 2. Security Risks:** Improper role assignments and access controls can result in users having excessive permissions, increasing the risk of internal threats.
- 3. Operational Risks:** Users might resist the changes introduced by the new IAM system, leading to poor adoption and operational inefficiencies.

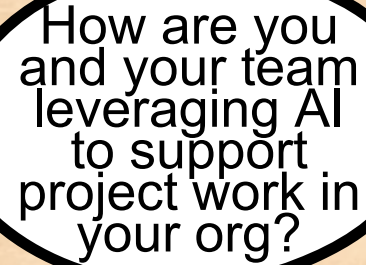


Source: <https://chatgpt.com/> and <https://www.keisharocks.com/>


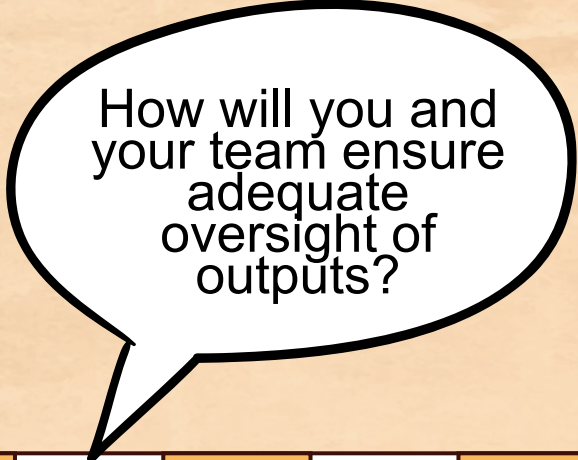
Questions to Consider



- GenAI can automate, assist and augment project management tasks. How are you and your team preparing to leverage GenAI's different ways to support project work in your organization?
- GenAI can support project management tasks but still requires human intervention as the complexity of the task increases. How are you ensuring that you and the project managers in your organization provide adequate oversight of GenAI outputs?
- Are you discussing initiatives to review processes, practices and techniques to integrate GenAI tools to support the enterprise project management framework?



How are you and your team leveraging AI to support project work in your org?

A decorative four-pointed starburst graphic with a white outline and a light beige fill, positioned to the right of the speech bubble.

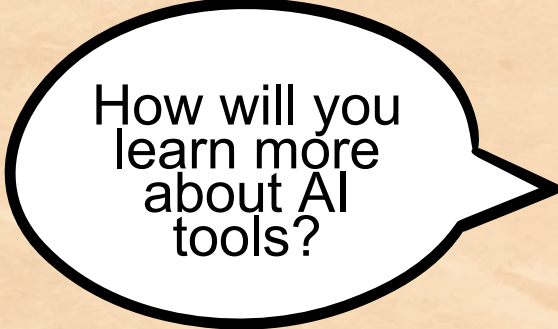
How will you and your team ensure adequate oversight of outputs?




More Questions to Consider



- What is your learning strategy and plan to quickly acquire the needed knowledge about GenAI tools to start experimenting with and adopting these tools in your projects and teams?
- Do you have a process to identify, test and scale use cases in your projects? Do you have a clear adoption roadmap to implement GenAI tools in project management?
- What do you think is the maturity level of GenAI adoption across the projects in your organization? Are there plans to increase the maturity level and scale adoption?



How will you learn more about AI tools?



Where do you plan to start experimenting?
What tool and what project?






Additional Information



Gemini and ChatGPT are both AI chatbots that can help with writing, brainstorming, and other tasks, but they have some differences:

- **Content generation:** ChatGPT is better at creative text generation, while Gemini is better at processing real-time information.
 - **Research:** Gemini is built for research, while ChatGPT is more established for content generation.
 - **Voice mode:** ChatGPT has a more advanced voice mode.
 - **Image generation:** Both can generate AI images, but Gemini does it for free.
 - **Data analysis:** ChatGPT does more data-related tasks for free.
 - **Conversation sharing:** Gemini offers more flexibility in sharing conversations.
 - **Customization:** ChatGPT lets you build your own custom versions of it.
 - **Data management:** Both apps offer flexible ways to manage your data.
 - **Training models:** Gemini and ChatGPT differ in their training models, data sources, user experiences, and how they store data
- 





Additional Resources




Artificial Intelligence in Project Management:

<https://www.pmi.org/explore/ai-in-project-management>

Shaping the Future of Project Management With AI:

<https://www.pmi.org/learning/thought-leadership/ai-impact/shaping-the-future-of-project-management-with-ai>



Brainstorming with AI Tools: <https://www.projectmanagement.com/videos/942881/brainstorming-with-ai-tools>

How to Write AI Prompts for Project Managers:

<https://www.smartsheet.com/content/ai-prompts-project-management>

AI in Brainstorming:

<https://info.orchidea.dev/innovation-blog/ai-in-brainstorming>

PMI Infinity:

<https://infinity.pmi.org/chat>

