

USE CASES FOR AI IN PROJECTS



AI tools like ChatGPT, Copilot, and Gemini can support every stage of a project, from the first planning meeting to the final report. While it won't manage your project for you, it can speed up your work, strengthen your documentation, and help you generate ideas when you're stuck.

The Enterprise Project Management Office at SDCOE has identified three use cases for AI in projects:

- **Use AI to help you get started.** Use AI to break through inertia and get moving. It's especially helpful when you're working on a deliverable you've never created before or when you're short on time and just need a rough draft.
- **Use AI to review your work.** AI can act as a second set of eyes, helping you spot what you may have overlooked. This is useful for surfacing risks, identifying gaps, or improving how you communicate with different audiences.
- **Use AI to spark creativity.** AI excels at brainstorming and generating new ideas, especially when you're preparing presentations, events, or communications and need a creative boost.

Ways AI can support you with your project

	Help You Get Started	Review Your Work	Spark Creativity
How you can use AI for your project	<ul style="list-style-type: none"> • Draft project charters, scopes, and communication plans • Generate task lists or project plans based on your goals and constraints • Write user acceptance testing (UAT) plans and stakeholder surveys • Draft timelines, checklists, and meeting agendas • Summarize background information into clear, concise context 	<ul style="list-style-type: none"> • Identify vague or missing pieces in a scope statement or timeline • Reword status updates for non-technical stakeholders • Review a stakeholder list to suggest who might be missing • Point out jargon or unclear language • Suggest risks, dependencies, or constraints you may not have considered 	<ul style="list-style-type: none"> • Brainstorm names, taglines, or themes for your project • Develop ideas for kickoff or celebration events • Create engaging language for stakeholder communications • Generate metaphors, analogies, or visual ideas for presentations • Invent personas or scenarios for training and planning exercises
Example	<p><i>"Write a project charter for upgrading classroom displays at 40 school sites. The project should focus on ease of use for teachers, minimal classroom disruption, and long-term sustainability."</i></p>	<p><i>"Here is my project charter and project plan. What might be missing?"</i></p>	<p><i>"Create a fun thirty-minute celebration that would be appropriate to close out this project. Include creative ways to recognize team members and their contributions."</i></p>
Tip	<p>Ask AI to "ask clarifying questions before answering." It helps you think through what's missing</p>	<p>Pair AI review with your own. Don't treat its output as definitive; use it to challenge your assumptions.</p>	<p>If the first answer feels generic, ask for five alternatives with different tones or styles. Creativity improves with follow-up prompts.</p>

Use AI Responsibly

AI is helpful, but not infallible. It may generate incorrect or outdated information, especially when dealing with technical specifics or local policies.

- Review its suggestions carefully
- Avoid inputting sensitive or confidential data



PRIVACY TIP:

Always assume your input could be stored or reviewed. If you wouldn't post it on a public website, don't enter it into an AI tool.

- Double-check facts such as dates, times, quantities, etc.
- Treat the output as a starting point, not a finished product