

Generative AI for Project Managers – 16 Hours

Course description

This course is designed for project managers to integrate Generative AI (GenAI) and Large Language Models (LLMs) such as GPT, Claude, Gemini, and others into their project workflows. The training explores how project managers can leverage AI to enhance communication, increase productivity, streamline project planning, and generate actionable insights. Participants will gain hands-on experience using AI-driven tools for creating schedules, managing risk, automating reports, and improving stakeholder engagement. This vendor-neutral training ensures flexibility with any cloud platform—AWS, Azure, or GCP—while emphasizing ethical implementation and effective AI adoption strategies.

Note: Please note that the tools and technologies covered in this course are subject to change, as the field of Generative AI is evolving at an exceptionally rapid pace.

Target Audience:

- Project managers at all levels, from entry-level to senior project leaders, looking to leverage AI tools to optimize project workflows.
- Teams responsible for planning, execution, stakeholder communication, and resource allocation in project management.
- Organizations aiming to implement AI-powered project management tools and best practices to enhance decision-making and productivity.

Course Contents:

Module 1: Introduction to Generative AI for Project Management

- Overview of Generative AI and LLMs (e.g., GPT, Claude, Gemini) for project management.
- Common use cases: Automating reports, generating action plans, and optimizing schedules.
- Integration of LLMs into project management tools (e.g., Jira, Trello, Microsoft Planner).

Module 2: AI-Driven Task Management and Workflow Optimization

- AI-assisted task creation: Generate backlog items, break down large tasks, and delegate actions automatically.
- Automating workflow assignments based on priorities, dependencies, and team strengths.
- Integrating LLM-driven suggestions into project boards such as Jira or Asana for dynamic adjustments.

Module 3: Risk Management and Scenario Simulation with Generative AI

- Using AI for project risk identification, categorization, and prioritization.
- Simulating alternative project scenarios and generating contingency plans dynamically.
- Leveraging LLM-generated insights for proactive risk communication to stakeholders.

Module 4: AI-Powered Reporting and Analytics

- Generating project status reports, progress updates, and budget summaries dynamically using AI-based tools.
- Creating visual dashboards integrated with Power BI, Tableau, or Google Data Studio for real-time analytics.
- Automating meeting summaries and stakeholder updates via LLM-assisted tools like Slack and Microsoft Teams.

Module 5: Enhancing Communication and Collaboration with AI

- Automating follow-ups, reminder emails, and meeting note summaries using LLM tools in Slack, Microsoft Teams, or email suites.
- Using AI to generate tailored stakeholder communication plans (e.g., status emails, stakeholder Q&A, personalized follow-ups).
- Summarizing lengthy project discussions into concise, actionable items for teams.

Module 6: Ethical and Best Practices for Generative AI in Project Management

- Ethical considerations for AI in project management: Avoiding biased outputs and ensuring inclusivity.
- Ensuring data privacy and compliance with global legal frameworks (e.g., GDPR, CCPA).
- Validating AI-generated content to confirm it meets project goals and aligns with organizational standards.