



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

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Nairobi - Kenya

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AI for Project Excellence: Improving Efficiency and Decision-Making

Duration: 4 days

On-Site

01 Who Should Attend

- Change Management Professionals
- Risk Managers
- Consultants
- IT Project Professionals
- Digital Transformation Managers
- Agile Project Professionals
- Department Heads
- Executives overseeing projects and programmes

02 About the Course

The **Unlocking Potential: Generative AI For Project Managers Training Course** is designed to equip project professionals with the knowledge and practical skills required to leverage artificial intelligence (AI) tools to enhance project planning, execution, communication, risk management, and decision-making. As organizations increasingly adopt AI-driven solutions, project managers must understand how generative AI can improve productivity, automate routine tasks, and deliver better project outcomes.

Through hands-on exercises, real-world case studies, and practical demonstrations, participants will develop the confidence to integrate generative AI into their project management workflows while maintaining quality, accountability, and professional judgment.



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03 Workshop Objectives

- ??? Understand the core concepts of generative AI.
- ??? Identify key generative AI applications for project management.
- ??? Use AI to automate project planning and documentation.
- ??? Master prompt engineering for effective AI interaction.
- ??? Leverage AI for enhanced stakeholder communication.
- ??? Automate the creation of project reports and summaries.
- ??? Use generative AI for risk analysis and mitigation planning.
- ??? Apply AI to improve team collaboration and brainstorming.
- ??? Develop an ethical framework for using AI tools responsibly.
- ??? Stay current with the latest trends in generative AI for projects.

04 Module Topics

Module 1: Foundations of Generative AI

- Defining generative AI and its key models
- Large Language Models (LLMs) and their capabilities
- Understanding the difference between AI and generative AI
- The history and evolution of generative AI
- Key use cases beyond project management

Module 2: Prompt Engineering for Project Management

- The art and science of effective prompting
- Structuring prompts for specific project tasks
- Techniques for refining and iterating on prompts
- Best practices for communicating with AI models
- Creating reusable prompt templates

Module 3: Automating Project Planning



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- Using AI to generate project charters and scope statements
- Automating the creation of Work Breakdown Structures (WBS)
- AI-assisted task and dependency identification
- Generating project timelines and milestones
- Creating detailed resource allocation plans

Module 4: AI in Project Documentation

- Automating the drafting of project plans and reports
- Using AI to summarize meeting minutes and conversations
- Generating polished technical documentation
- Creating engaging training materials and user guides
- Standardizing and maintaining project documentation

Module 5: Generative AI for Communication

- Drafting stakeholder communications and updates
- Automating project kickoff and status meeting agendas
- Creating compelling presentations and executive summaries
- Using AI for internal team communications
- Personalizing communication for different audiences

Module 6: AI-Powered Risk Management

- Using generative AI to brainstorm potential risks
- Generating risk mitigation and contingency plans
- Creating comprehensive risk registers
- Simulating risk scenarios and their impact
- Using AI to analyze historical project data for risk patterns

Module 7: Enhancing Team Collaboration



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- ▶ Using AI for creative problem-solving and brainstorming
- ▶ Automating feedback loops and team surveys
- ▶ Generating ideas for team building activities
- ▶ Using AI to summarize complex discussions
- ▶ Creating personalized learning and development paths

Module 8: AI for Quality Assurance

- ▶ Generating test cases and quality checklists
- ▶ Automating the creation of bug reports
- ▶ Using AI to draft user acceptance criteria
- ▶ Creating automated feedback mechanisms
- ▶ Analyzing project quality metrics with AI

Module 9: Budget and Forecasting with AI

- ▶ Using generative AI to assist with budget creation
- ▶ Forecasting project costs and timelines
- ▶ Analyzing financial data and identifying trends
- ▶ Creating budget variance reports
- ▶ Optimizing resource costs with AI-generated insights

Module 10: Generative AI in Agile and Scrum

- ▶ Using AI to facilitate sprint planning and retrospectives
- ▶ Automating user story and backlog refinement
- ▶ Generating acceptance criteria for user stories
- ▶ Creating sprint review presentations
- ▶ Using AI to track and analyze team velocity

Module 11: Tooling and Ecosystem



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- Overview of popular generative AI tools for PM
- Integrating AI tools with existing project platforms
- Exploring custom AI models and APIs
- The future of the generative AI tool landscape
- Hands-on practice with various tools

Module 12: Ethical AI for Project Managers

- Understanding bias in generative AI
- The importance of data privacy and security
- Ensuring transparency and accountability
- The role of human oversight in AI-driven projects
- Developing ethical guidelines for your team

Module 13: Project Closeout and Lessons Learned

- Automating the creation of project closeout reports
- Using AI to analyze project successes and failures
- Generating a comprehensive lesson learned document
- Summarizing project performance for future reference
- Creating a knowledge base of past projects

Module 14: AI for Strategic Decision-Making

- Using AI to simulate strategic project scenarios
- Generating business cases and feasibility studies
- Analyzing market trends with AI
- Identifying new project opportunities
- Creating data-driven strategic roadmaps

Module 15: Case Studies and Practical Application



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- Analyzing real-world examples of generative AI in projects
- Group exercises and AI-assisted problem-solving
- Developing a mini-project plan using only AI tools
- Learning from industry leaders' successes
- Presenting your AI-driven solutions