CREDO SYSTEMZ
Simplifying IT

Prompt Engineering for Project Managers

Section 1: Introduction to Prompt Engineering

➢ Role of AI in modern project management
➢ How PMs can leverage prompt engineering daily
➢ Key tools: ChatGPT, Copilot, Gemini, Microsoft Copilot in Teams/Jira

Section 2: Core Prompting Skills for PMs

➢ Crafting clear & actionable prompts
➢ Role-based prompting for managing stakeholders, team, and clients
➢ Few-shot prompting for report creation & communication
➢ Using prompts to break down complex project tasks

Section 3: Project Planning & Scheduling

➢ Writing prompts to generate project charters & scope documents
➢ AI-assisted Gantt chart & roadmap creation
➢ Task breakdown & work allocation prompts
➢ Time estimation and milestone tracking

Section 4: Communication & Collaboration

➢ Prompts for professional email & meeting notes drafting
➢ Automating status updates for stakeholders
➢ Preparing concise client presentations with AI
➢ Conflict resolution and negotiation prompts

Section 5: Risk & Issue Management

- ➢ Prompting for risk identification & prioritization
- ➢ AI-driven risk assessment & mitigation strategies
- ➢ Issue-tracking automation with Jira/Asana via prompts
- ➢ Scenario-based "What-if" analysis

Section 6: Performance Monitoring & Reporting

- ➢ Prompts for KPI dashboards & progress summaries
- ➢ Auto-generating weekly/monthly project reports
- ➢ Resource utilization analysis with AI assistance
- ➢ AI-driven insights for productivity improvement

Section 7: Agile & Scrum with Prompting

- ➢ Writing prompts for sprint planning & retrospectives
- ➢ AI-generated backlog grooming & prioritization
- ➢ Automating user story creation from requirements
- ➢ Stand-up meeting notes & action items via prompts

Section 8: Advanced Applications for PMs

- ➢ Integrating AI prompts with MS Project, Jira, Trello, Asana
- ➢ Predictive analytics for project delays & risks
- ➢ Cost estimation & budgeting with AI support
- ➢ AI for cross-team collaboration & workflow automation