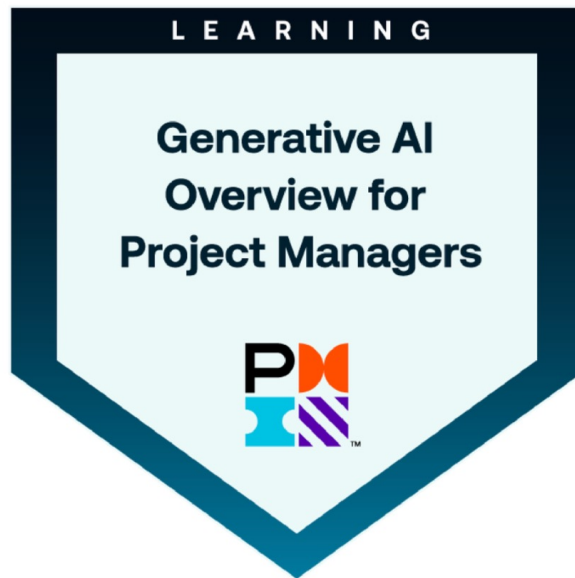


Generative AI Overview for Project Manager





Generative AI Overview for Project Managers

Issued by [Project Management Institute](#)

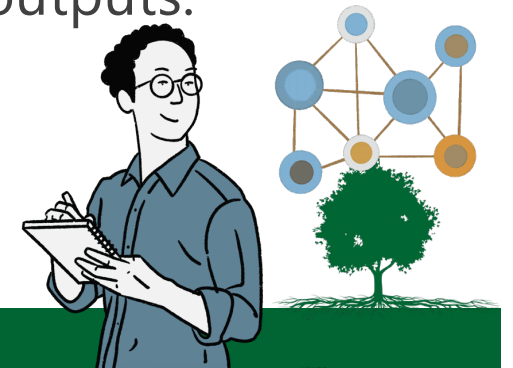
Earners of this badge completed the eLearning course and assessment that will empower them to harness the power of AI in their work. Earners have actively explored and applied generative AI techniques in real-world scenarios. They will have the confidence to integrate generative AI into their projects, enhancing productivity and achieving exceptional outcomes.

[Learn more](#)



1. What is GenAI?

- **Generative AI** (GenAI) refers to a class of artificial intelligence systems that can generate new content, such as text, images, code, or even music, based on patterns learned from existing data.
- Unlike **traditional AI**, which is designed for specific tasks (e.g., classification or prediction), GenAI creates original outputs.



1. What is GenAI?

- Examples of GenAI Tools:

ChatGPT

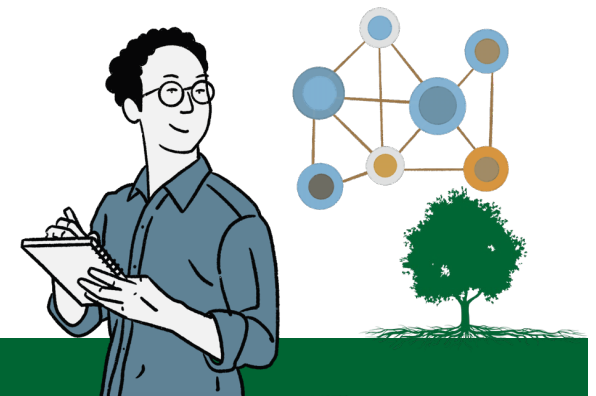
DALL-E

Copilot

Gemini

DeepSeek

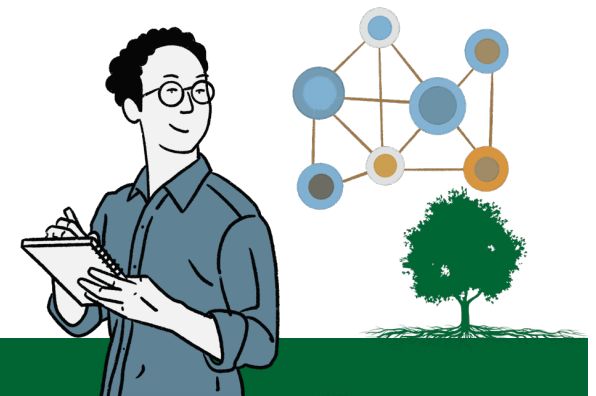
Grok



1. What is GenAI?

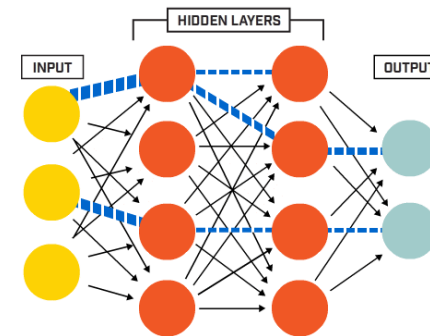
- **Why It Matters for Project Managers:**

- Automates repetitive tasks
 - e.g., generating reports, drafting emails.
- Enhances creativity
 - e.g., brainstorming ideas, solving problems.
- Improves decision-making
 - e.g., analyzing data, predicting risks.



2. How Does GenAI Work?

- GenAI is powered by **large language models** (LLMs) that are trained on **massive datasets**.
- These models use **neural networks** to predict and generate **outputs** based on input **prompts**.



2. How Does GenAI Work?

- **Key Concepts:**

- **Training Data**

- GenAI models are trained on diverse datasets (e.g., books, articles, code repositories).

- **Neural Networks**

- These are algorithms that mimic the human brain to process and generate data.

- **Prompting**

- Users provide input (prompts) to guide the AI's output.



3. What is Prompt Engineering?

- **Prompt engineering**

- It is the process of **designing and refining inputs** (prompts) to guide AI systems like GenAI to produce desired outputs.
- It's a critical skill for project managers who want to leverage AI effectively.

Master AI, or it masters you. The choice is yours



3. What is Prompt Engineering?

- **Example of a Good Prompt:**

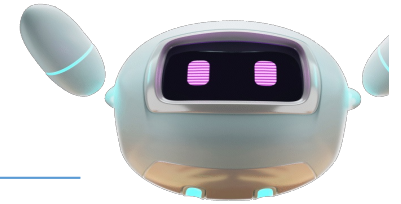
- Role: You are a project manager.
- Task: Create a project timeline for a software development project.
- Format: Provide a table with columns for Task, Start Date, End Date, and Responsible Team.

- **Example of a Poor Prompt:**

- Tell me about project management.



4. How to Get Started with GenAI



1. Identify Use Cases:

Determine where GenAI can add value (e.g., automating reports, generating ideas, improving communication).

Example: Use GenAI to create weekly status reports or draft meeting agendas.

2. Choose the Right Tools:

Select tools that align with your needs (e.g., ChatGPT for text, DALL-E for visuals).

Example: Use ChatGPT to automate stakeholder updates

3. Experiment with Small Tasks:

Start with simple tasks to understand the capabilities and limitations of GenAI.

Example: Ask GenAI to generate a checklist for a project kickoff meeting.

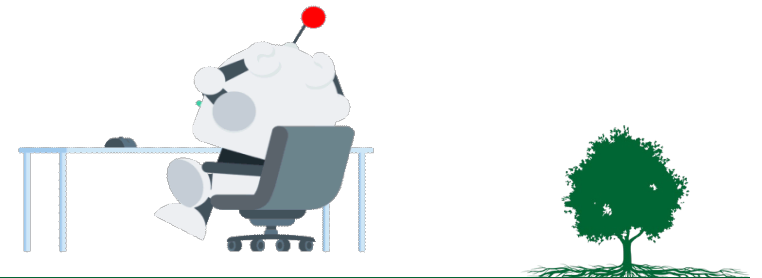
4. Scale Up:

Once comfortable, apply GenAI to more complex tasks (e.g., risk analysis, decision-making).



5. Doing Project Work with GenAI

- GenAI can significantly do and enhance various aspects of project management.
Here's how:



5. Enhancing Project Work with GenAI

1. Automating Repetitive Tasks:

- 1.Example: Use GenAI to generate weekly status reports, saving hours of manual work.
- 2.Prompt: "Create a weekly status report template for a software development project."

2. Brainstorming and Problem-Solving:

- 1.Example: Use GenAI to generate creative solutions for project challenges.
- 2.Prompt: "Suggest 5 ways to reduce project delays in a construction project."

3. Improving Communication:

- 1.Example: Use GenAI to draft clear and professional emails for stakeholders.
- 2.Prompt: "Draft an email to stakeholders updating them on project progress and highlighting key risks."

4. Data Analysis and Insights:

- 1.Example: Use GenAI to analyze project data and identify trends.
- 2.Prompt: "Analyze this project data and identify the top 3 risks."



6. Considerations of GenAI

- While GenAI is powerful, it's important to be aware of its **limitations and ethical considerations:**



6. Considerations of GenAI

Accuracy:

- GenAI outputs may **not always be accurate**. Always verify the results.
- **Tip:** Cross-check GenAI-generated risk assessments with your team's expertise.

Bias:

- GenAI models can **inherit biases** from their training data. Be cautious when using AI for sensitive tasks.
- **Tip:** Avoid relying solely on GenAI for hiring decisions.

Data Privacy:

- Ensure **sensitive project data is not shared** with public AI tools.
- **Tip:** Use enterprise-grade AI tools with robust data privacy measures.

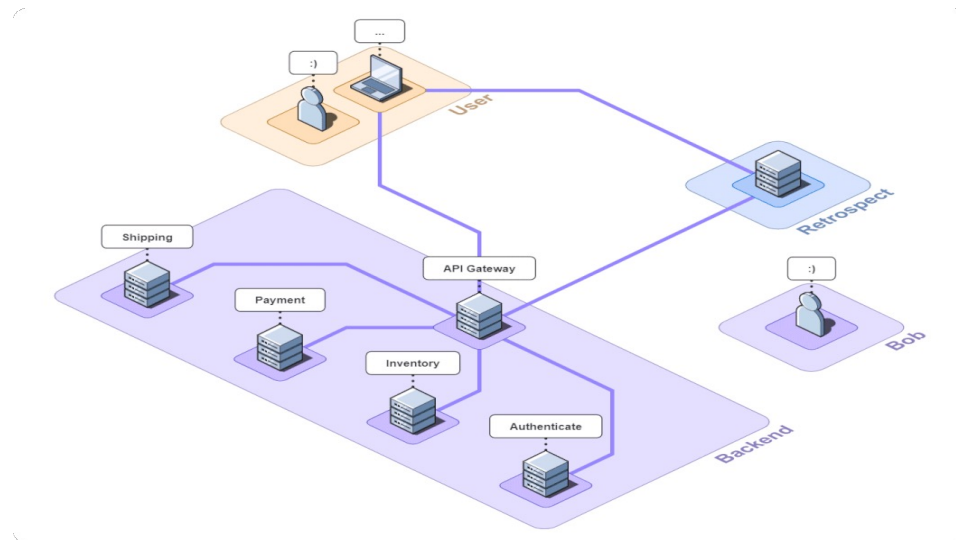
Cost:

- Some GenAI tools **can be expensive**. Evaluate the cost versus the benefits.
- **Tip:** Compare free tools like ChatGPT with premium tools like Jasper.



7. How to Navigate Challenges

- Here's how to address common challenges when using GenAI in project management:



7. How to Navigate Challenges

Bias in Outputs:

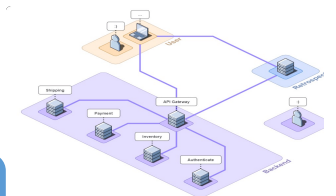
- Mitigation: Use diverse prompts and validate outputs with human expertise.
- Example: If GenAI suggests a biased solution, refine the prompt or consult your team.

Data Privacy Concerns:

- Mitigation: Use secure, enterprise-grade AI tools and avoid sharing sensitive data.
- Example: Use tools like Microsoft's Azure AI, which prioritize data security.

Learning Curve:

- Mitigation: Start with simple tasks and gradually move to complex ones.
- Example: Begin by automating meeting summaries before tackling risk analysis.



8. What is a Data Governance Policy?

- Data Governance Policy
 - It is a formal framework that defines how an organization manages, protects, and uses its data assets.
 - It establishes rules, processes, and responsibilities to ensure data is accurate, consistent, secure, and used in compliance with legal and regulatory requirements.



8. What is a Data Governance Policy?

Essentials of a Data Governance Policy

Data Ownership and Stewardship:

- Clearly define who owns the data (data owners) and who is responsible for its management (data stewards).

Data Quality Standards:

- Establish criteria for data accuracy, completeness, consistency, and timeliness.
- Implement processes to monitor and improve data quality.

Data Security and Privacy:

- Define measures to protect sensitive data.

Data Access and Usage:

- Specify who can access data, under what conditions, and for what purposes.
- Implement role-based access controls (RBAC) to limit access to authorized personnel.

Compliance and Regulatory Requirements:

- Ensure the policy aligns with legal, industry, and regulatory standards.

Data Lifecycle Management:

- Define how data is collected, stored, used, archived, and deleted.

Data Documentation and Metadata:

- Maintain clear documentation of data sources, definitions, and structures.
- Use metadata to provide context and improve data understanding.

Change Management:

- Establish processes for updating the data governance policy as business needs, technology, or regulations evolve.

Monitoring and Auditing:

- Regularly monitor data usage, quality, and security.
- Conduct audits to ensure adherence to the policy and identify areas for improvement.

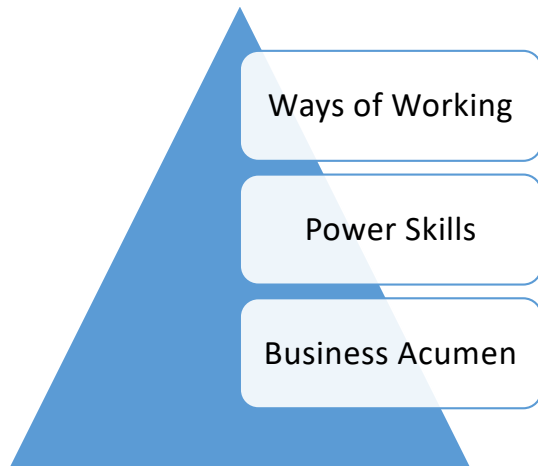
Training and Awareness:

- Provide ongoing training to keep staff updated on policies and best practices.



9. Practical Tips for Using GenAI

- Here are some actionable tips to help you get the most out of GenAI:



9. Practical Tips for Using GenAI

Ways of Working

- Managing of Routine Tasks
 - status reports- tracking of time spent on various tasks.
- Enhanced Risk Management
- Optimized Resource Allocation
- Drafting emails- letters

Power Skills

- Enhanced Communication
- Conflict Resolution
- Training and Development
- Real-Time Project Monitoring

Business Environment

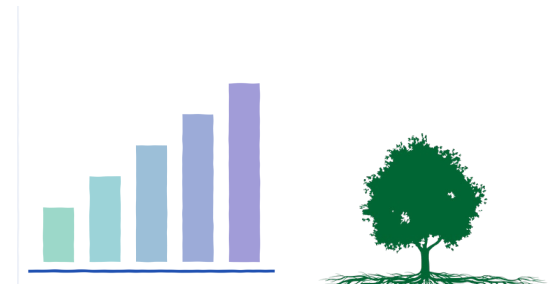
- Market Analysis and Trend Prediction
- Competitive Intelligence
- Financial Analysis and Forecasting



10. AI Statistics and Future Trends

1. Current AI Adoption:

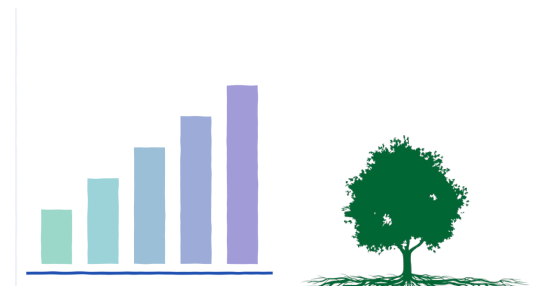
- According to a McKinsey report, 50% of companies have adopted AI in at least one business function.
- The global AI market is projected to grow to \$1.8 trillion by 2030.



10. AI Statistics and Future Trends

2. AI in Project Management:

- A PMI report found that 81% of project professionals believe AI will significantly impact project management.
- AI is already being used for tasks like risk management, scheduling, and resource allocation.



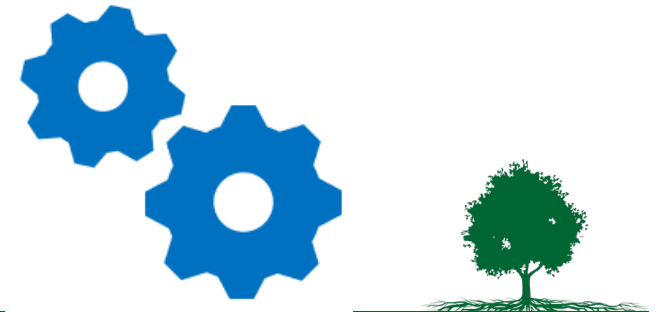
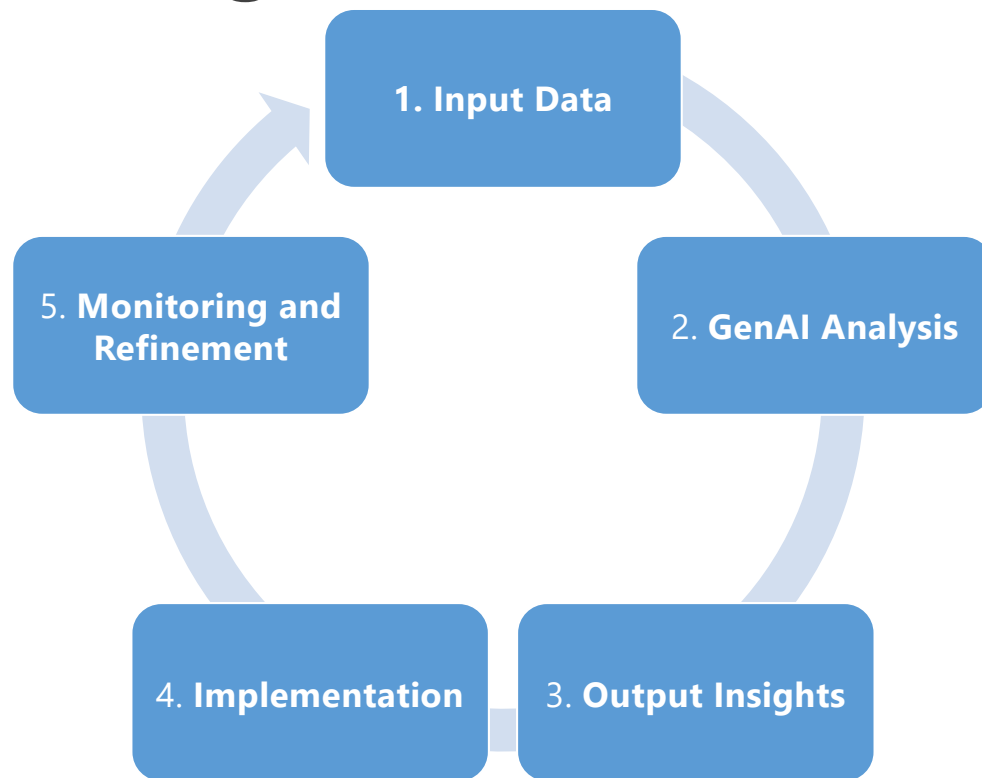
10. AI Statistics and Future Trends

3. Future Trends:

- Hyper automation: Combining AI with other technologies (e.g., RPA, IoT) to automate complex workflows.
- AI-Driven Decision-Making: AI will play a larger role in strategic decision-making, providing real-time insights.
- Ethical AI: Increased focus on developing ethical AI systems that are transparent and unbiased



11. Visualization of GenAI in Project Management



Taking the Exam at PMI.ORG

eLearning

Free

Generative AI Overview for Project Managers

Offered by PMI

Gain a basic understanding of Generative AI (GenAI) in project management. Explore different tools and its applications for enhanced project outcomes.

Congratulations! You have completed this course and earned 5 PDUs.

View in Account

PDUs	Course Duration
5	1 hour



<https://www.pmi.org/shop/tc/p-/elearning/generative-ai-overview-for-project-managers/el083>

Taking the Exam at PMI.ORG



Test



Knowledge Check

Question 1 of 15

What is one way GenAI can assist in predictive planning for project managers?

Select the best answer below, then click Submit.

GenAI can replace the project manager's role entirely by managing all project tasks autonomously.

GenAI can help predict project risks and suggest mitigation strategies based on past data, aiding in more effective planning.

GenAI can automatically create Gantt charts for project timelines without any input.

Submit



LEARNING

**Generative AI
Overview for
Project Managers**

