



Transforming Project Management with AI

Event: PMI Silicon Valley **Symposium 2024**

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Please scan the QR code and take the polls

1. Personal experience with AI & generative AI tools in Project/ Prog Mgmt 2023–24

2. How are you leveraging AI to manage PM Tasks?

3. What concerns you in using AI & Generative AI for PM tasks?

Join at
slido.com
#6266 600

<https://app.sli.do/event/hTcZA9nMGwuzgYK76rQsA5>



Madras University

| | | |
|--------------------------------------------|-----------------------------------|---------------------|
| <i>Program Management leader</i> | <i>Public speaker</i> | <i>Educationist</i> |
| <i>Mentor</i> | <i>Coach</i> | <i>Podcaster</i> |
| <i>Voice actor (Story Telling)</i> | <i>Amateur theater artist</i> | <i>Humorist</i> |



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Agenda



Introduction

- AI in Project Management
- Transforming PM with AI



Leveraging AI and Generative AI in PM

- Essential AI-Powered Frameworks – many ways of leveraging AI
- AI Maturity Model
- Organizational Risk
- AI Project Status



Current Trends & the Role of Personas in Project Teams

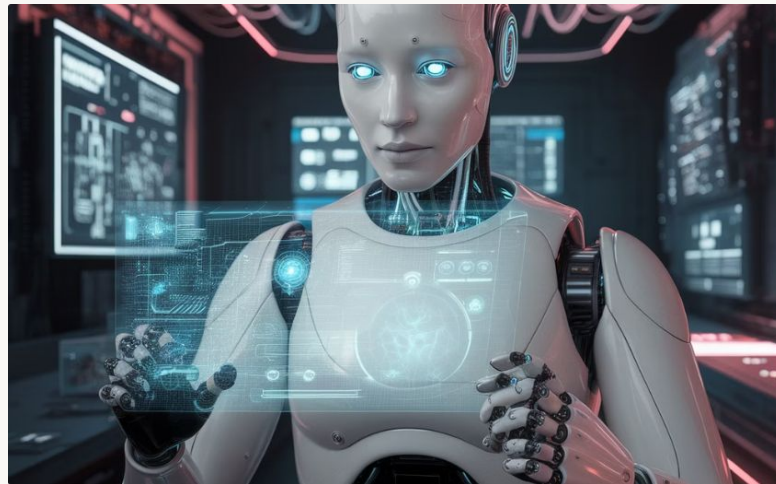
- Standardizing Best Practices



Prompt Engineering Case Samples

- Conclusion
- Q&A

Artificial Intelligence in Project Management



A Growing Trend

- The role of Generative AI in enhancing decision-making, planning, and automation.
- Artificial intelligence (AI) is already impacting project work and the role of the project manager



Increasing Adoption

PMI research shows this impact will only continue to grow. A 2023 PMI survey found

- **21%** of respondents are already using AI in project management, with
- **82%** of senior leaders anticipating an impact on their organizations over the next five years.

Transforming Project Management with AI



Boosting Efficiency

AI can **analyze** data and automate repetitive tasks, freeing up project managers to focus on strategic decisions, more on coaching & stakeholder management.

Improving Decision-Making

AI provides **real-time insights** and **predictive** analytics, enabling data-driven decisions and risk mitigation.

Enhancing Project Success

AI **streamlines collaboration**, optimizes resource allocation, and helps teams deliver projects on time and within budget.

Leveraging AI and Generative AI in PM



Project Planning

GenAI can help **analyze** historical data, *optimize planning*, and *generate comprehensive project documentation* aligned with the PMBOK® Guide.



Time and Cost Management

GenAI **supports** *time and cost estimation*, *cost-benefit analysis*, and *earned value analysis*. It can also **help identify mitigation actions for overruns and delays**.



Risk Management

GenAI **assists** with risk identification, analysis, mitigation, and elimination. It can also generate risk plans and reports.



Writing and Reading Assistance

GenAI **improves** writing, generates code, summarizes meeting notes, and extracts insights from data.

Essentially summarized in 3 buckets/ framework:



Automation

GenAI can **automate** low-complexity tasks, such as report generation, data analysis, meeting note summaries, and calculations.

This can save time and reduce errors, freeing up project managers to focus on more strategic tasks.



Assistance

GenAI can **assist** project managers in analysis, creating first drafts, and iteratively building outputs. This can help to improve the quality and accuracy of project deliverables, and reduce the risk of errors.

For example, GenAI can provide insights into cost-benefit analyses, scope change recommendations, scheduling plans, and risk assessments.

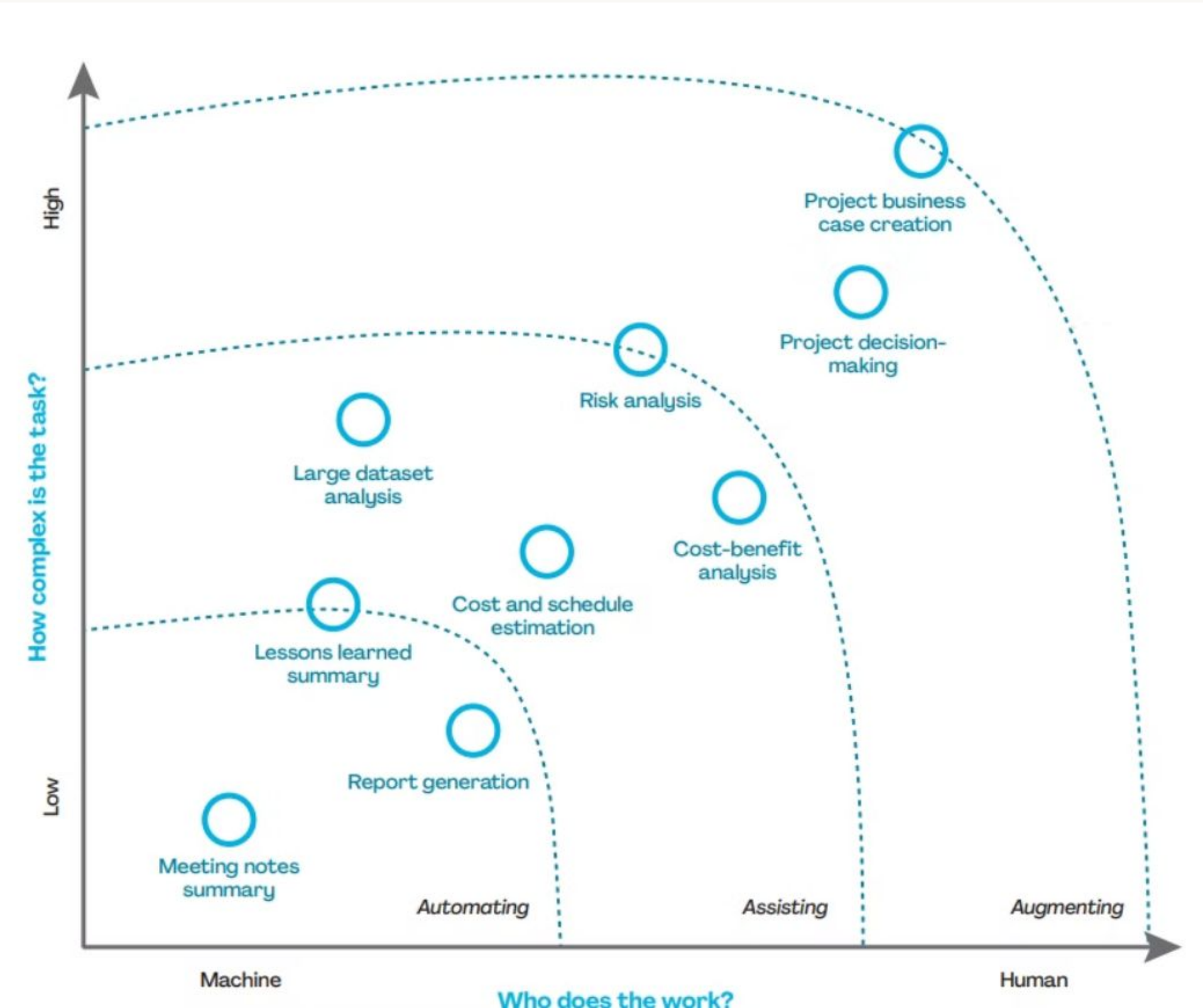


Augmentation

GenAI can **augment** the capabilities of project managers, helping them to perform strategic tasks, create compelling business cases, and support complex decision-making.

This can help project managers to make more informed decisions, and to achieve better project outcomes.

Fig shows the level of AI support for project tasks, based on complexity and human involvement.



Ref: Shaping the Future of Project Management With AI, PMI.org

First Movers' Advantage: The Immediate Benefits of Adopting Generative AI for Project Management



Explorers

Using GenAI in
1–15%
of recent projects

In the early stages of exploring and experimenting with GenAI, evaluating potential for growth

25% of respondents
(n = 126)



Adapters

Using GenAI in
16–30%
of recent projects

Embracing GenAI to a moderate extent, adapting to new technologies and incorporating them into their operations

28% of respondents
(n = 142)



Innovators

Using GenAI in
31–50%
of recent projects

Making significant strides in adopting GenAI, showcasing creativity and forward-thinking approaches

26% of respondents
(n = 132)

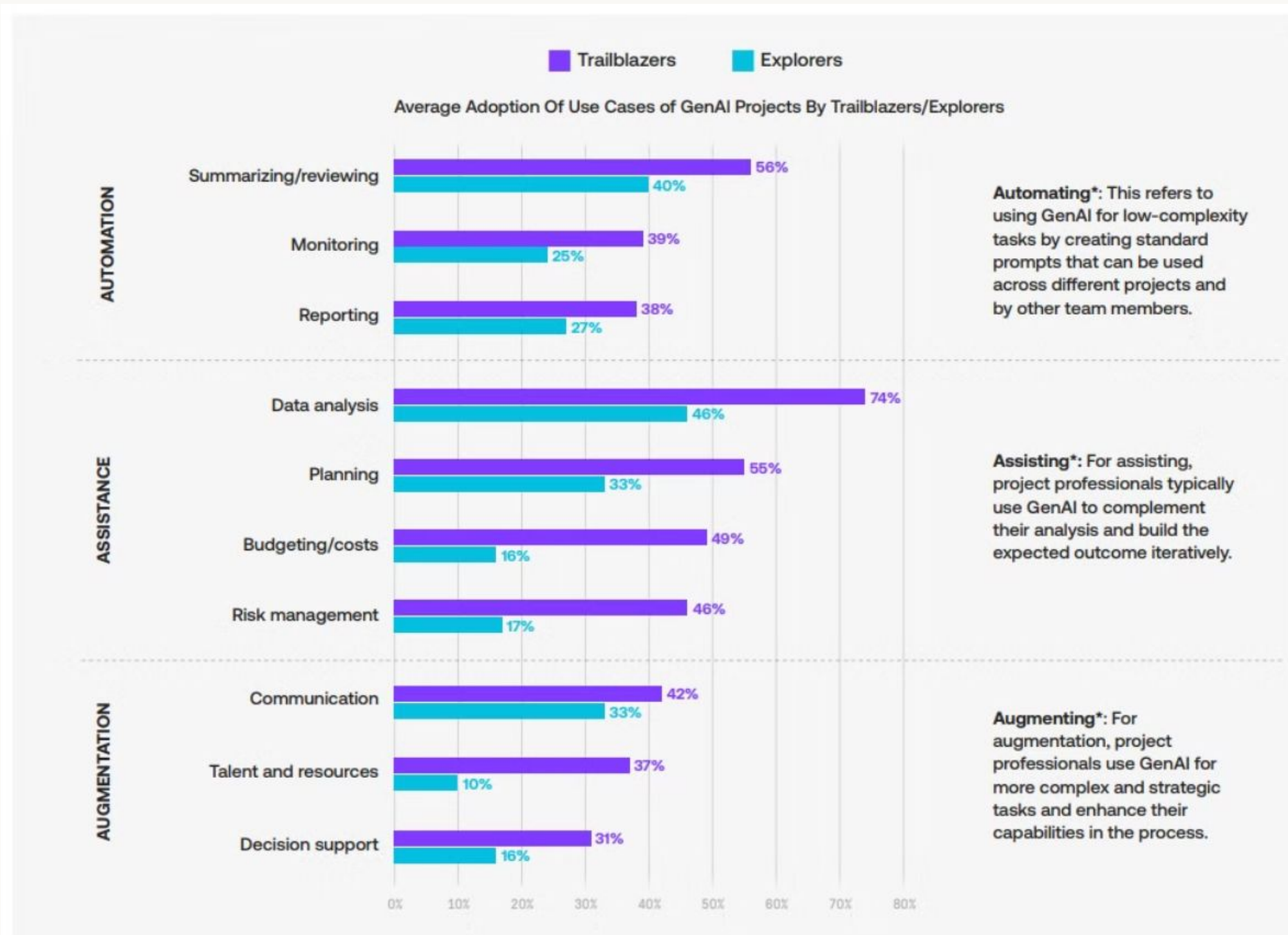


Trailblazers

Using GenAI in
51%+
of recent projects

At the forefront of GenAI adoption, pioneering new and innovative ways to leverage the technology

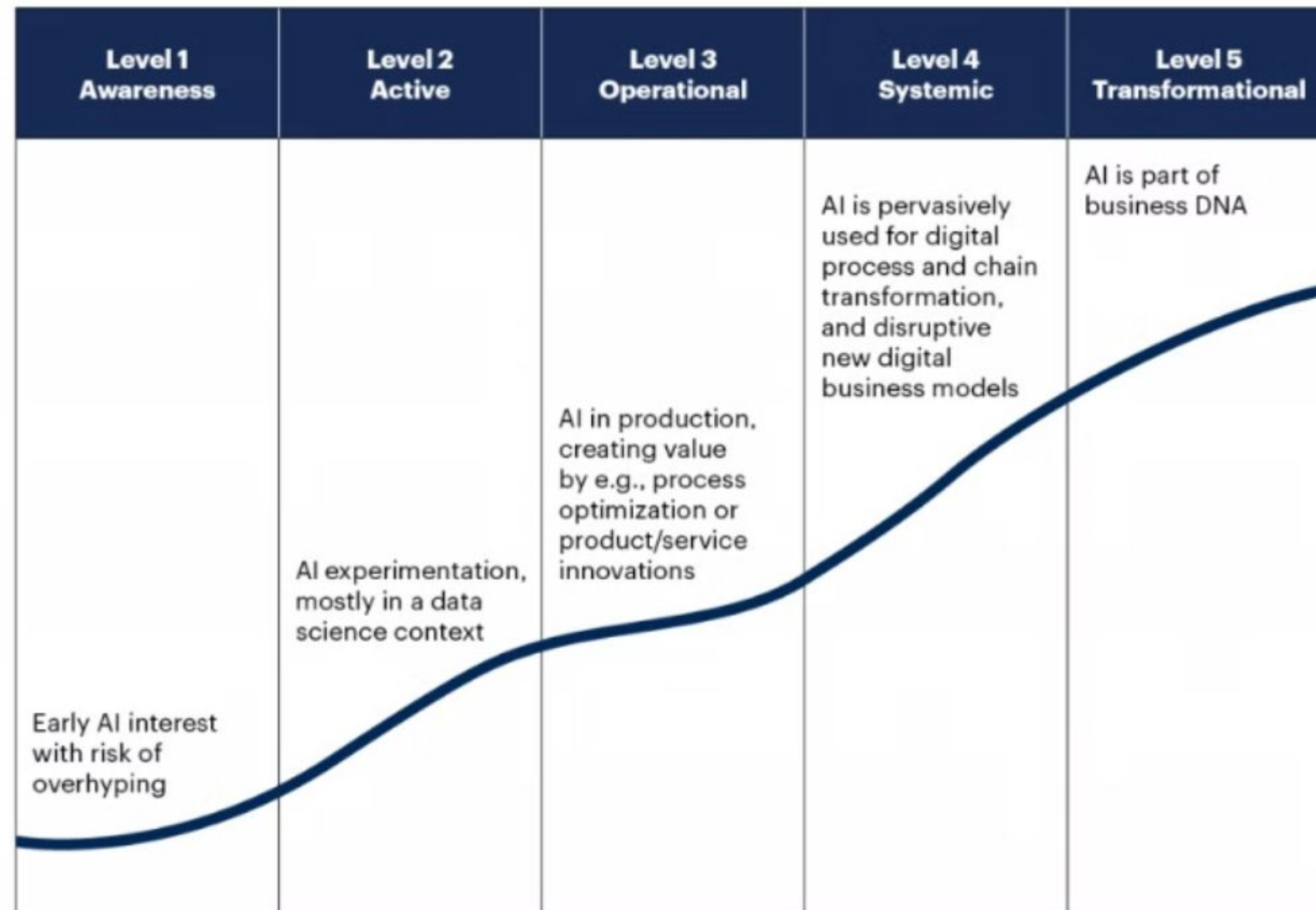
20% of respondents
(n = 100)



*3A Framework for AI Adoption, detailed in ["Shaping the Future of Project Management with AI"](#).

Source: PMI – Generative AI in Project Management Survey, n = 500

AI Maturity Model



gartner.com/SmarterWithGartner

Source: Gartner
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Gartner®

Inaccuracy and intellectual property infringement are increasingly considered relevant risks to organizations' generative AI use.

Gen AI risks that organizations consider relevant,¹ % of respondents



Gen AI risks that organizations are working to mitigate,¹ % respondents



¹Question was asked only of respondents whose organizations have adopted AI in at least 1 function. Respondents who said "don't know/not applicable" are not shown. In 2023, n = 913; in 2024, n = 1,052.

Source: McKinsey Global Survey on AI, 1,363 participants at all levels of the organization, Feb 22–Mar 5, 2024

AI Projects Face High Failure Rates

AI Projects Face High Failure Rates

AI projects often fail to reach production, with a failure rate estimated at 80%, nearly double that of traditional IT projects.

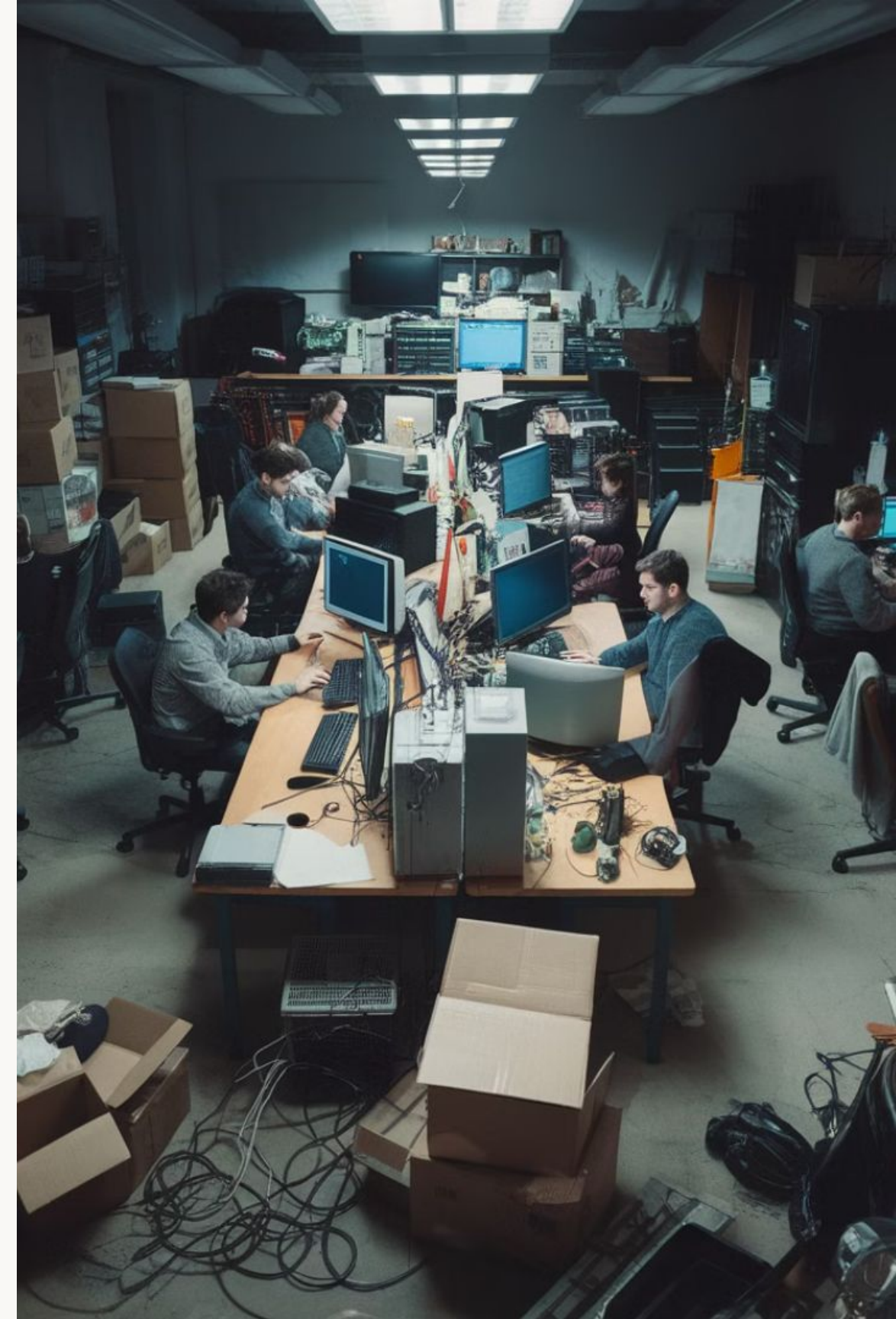
Five Steps to Success

Organizations can increase success by navigating five critical phases: project selection, development, evaluation, adoption, and ongoing management.

Managing Expectations

Organizations must set realistic expectations about AI capabilities and timelines, recognizing that AI is a tool, not a magic solution. Success depends on well-defined goals and proper implementation.

Ref: HBR article [Keep Your AI Projects on Track \(hbr.org\)](https://hbr.org/keep-your-ai-projects-on-track)).





Evolving Roles and Personas

Key Project Personas

- Sponsors
- Product leaders
- Project managers
- Stakeholders
- End users
- Customers

AI's Role

Enabling better collaboration and decision-making across these personas

7.1. Demographic Breakdown of the Research

Roles:

61%
Project managers

39%
Project professionals for whom managing a project is a major part of their work but not their profession

Countries:

| | |
|--------------------------|-----|
| United States of America | 29% |
| Canada | 9% |
| United Kingdom | 8% |
| Germany | 8% |
| Australia | 7% |
| Japan | 6% |
| India | 9% |
| United Arab Emirates | 6% |
| Nigeria and South Africa | 6% |
| Brazil | 6% |
| Mexico | 6% |

Organization size:

| | |
|-----------------------|-----|
| 1–99 employees | 16% |
| 100–999 employees | 38% |
| 1,000–4,999 employees | 25% |
| 5,000+ employees | 21% |

Industries:

| | |
|----------------------------------------------------------------------------------------------|---------|
| IT | 38% |
| Financial services | 23% |
| Manufacturing | 8% |
| Construction and consulting | 6% each |
| Education and training, healthcare | 3% each |
| Retail, transportation, logistics and distribution | 2% each |
| Automotive, energy, food and beverage, government, legal, pharmaceutical, telecom and others | 1% each |

What else can the PM do?

Stakeholder Management

Build relationships and manage expectations.

Communication

Effective communication is crucial.

Teams

Build and manage high-performing teams.

Leadership Skills

Develop leadership qualities.

Strategic Thinking

Align projects with business goals.

Implementation Considerations

Consider successful implementation.

Project Artefacts



Gather project artifacts: charter, status reports, plans, lessons learned, Gantt chart, issues, risks, outcomes, and metrics.

Continuous Assessment

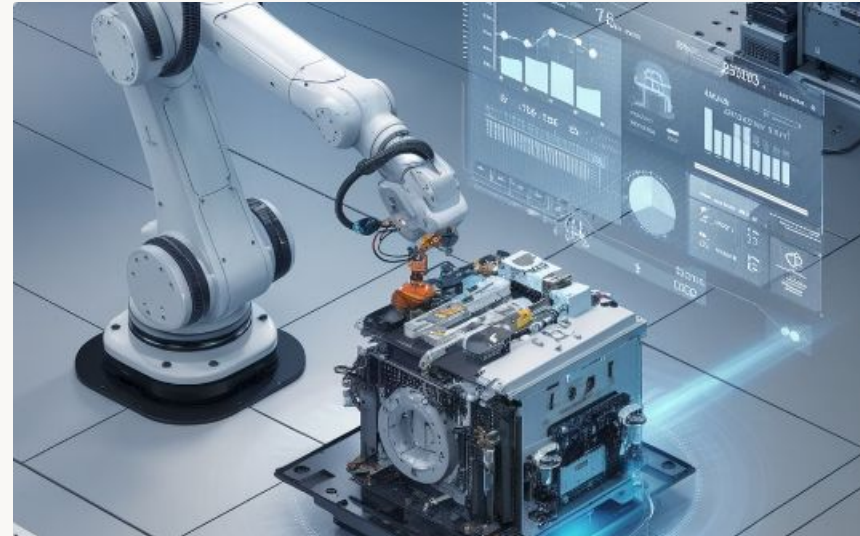


Assess organizational alignment for new technology and its recommendations.

Standardizing Best Practices with AI



Ensures uniform processes throughout the organization
Standardized practices are crucial for modern project management.



Enhances efficiency and reduces errors
AI-driven consistency in processes and documentation supports standardization.



Facilitates knowledge sharing and continuous improvement
Automating lessons learned across projects creates a dynamic knowledge base.

By automating the collection and application of lessons learned, organizations can create a dynamic knowledge base that standardizes best practices and ensures valuable insights are consistently applied.

Prompt Engineering: A Key to Unlocking AI Efficiency for Project Managers (RACFT)

Effective prompt engineering is **crucial for project managers** to get the best results from AI tools like ChatGPT®, Claude®, Gemini®, MS CoPilot®, Perplexity® etc.,. This is achieved through strategic prompt design, which is essential for leveraging AI tools across a variety of tasks.

What is Prompt Engineering?

Prompt engineering involves crafting specific instructions to get the best responses from AI models. This allows project managers to effectively utilize AI tools for scheduling, risk management, and reporting.

Key Principles for Effective Prompt Engineering:



Clarity and Specificity

Define goals clearly and avoid vague prompts. The more precise the question, the more actionable and useful the output.



Context is Crucial

Provide background information, such as project type, team size, or constraints. Include business goals or industry-specific information.



Iterate and Refine

Test and tweak prompts, starting with broad queries and gradually refining based on the AI's output. This iterative process helps improve accuracy and precision.



Use Constraints and Instructions

Limit response scope and provide step-by-step guidance when necessary.

Prompt Engineering Guidelines for AI Tools



| Guideline | Description | Example |
|---------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Be Specific and Clear | The more detailed your prompt, the more accurate the AI's response will be. Avoid vague instructions. | Instead of “Summarize this report,” try “Summarize the key findings and recommendations from this report.” |
| Use Step-by-Step Instructions | Break down complex requests into smaller, manageable steps for the AI to process more effectively. | “First, extract the key metrics from this dataset. Then, summarize trends over the last quarter.” |
| Provide Context | Give background information or the context of your request to help the AI generate a more relevant output. | “I’m preparing a project report. Can you consolidate the following financial data and highlight key trends?” |
| Define the Output Format | Specify how you want the output to be structured, such as lists, tables, or paragraphs. | “Create a bulleted list of the risks identified in this document and provide mitigation strategies.” |
| Ask for Alternatives/Options | Request multiple options or approaches to encourage diverse responses and ideas from the AI. | “Can you provide two different options for restructuring the project plan based on resource constraints?” |
| Iterate and Refine Prompts | After receiving an answer, refine your prompt to get more detailed or improved responses. | “That’s good. Now, can you expand on the second option and include potential challenges?” |
| Set Assumptions When Uncertain | If you're unsure about certain inputs or data, ask the AI to assume specific values or parameters. | “Assume the budget is \$500,000 and the timeline is 6 months. Based on these, what project risks can you identify?” |

Prompt Engineering Guidelines for AI Tools

Use Comparative Prompts

When analyzing options or data, ask the AI to compare elements to get a balanced understanding.

“Compare the pros and cons of using Agile vs. Waterfall for this project.”

Encourage Creative Solutions

Ask the AI to think creatively or propose innovative solutions when solving problems or generating ideas.

“Propose three creative strategies to improve resource utilization in this project under budget constraints.”

Request Data Consolidation

When working with documents, ask the AI to summarize or consolidate information from multiple sources.

“Consolidate the executive summary from these three documents and highlight key differences.”

Include Examples

Provide examples in your prompt if you need a specific format or style. This helps the AI align with your expectations.

“Here’s an example of the type of report summary I’m looking for: [Insert Example]. Can you follow this style?”

Limit the Scope for Summaries

Specify a word count or specific areas for summaries to avoid overly lengthy or irrelevant information.

“Summarize the financial section of this report in 150 words.”

a few case scenarios or
examples of leveraging
ChatGPT type tools

Case 1 - Scenario & Prompting:

A software development project has a US\$100,000 budget and a timeline of six months. After three months, the actual cost (AC) is US\$60,000 and the project is 50% complete.

What are the risks of not completing the project on time and on budget? Am I over or under budget at this point? Am I behind or ahead of schedule? What is the earned value (EV), estimate to complete (ETC) and value-added control? Combine the answers to the individual questions to produce the final answer to the first question.

Results:

1. Am I over or under budget at this point?

To determine if you're over or under budget, you need to calculate the Cost Performance Index (CPI).

- **Earned Value (EV):** This represents the value of work actually performed. It's calculated as:

$$EV = BAC \times \text{Percentage of Completion} = 100,000 \times 0.50 = 50,000$$

- **Cost Performance Index (CPI):** This measures cost efficiency. It's calculated as:

$$CPI = \frac{EV}{AC} = \frac{50,000}{60,000} = 0.83$$

Since $CPI < 1$, you are over budget at this point. For every dollar spent, you're only getting \$0.83 worth of work done.

2. Am I behind or ahead of schedule?

To determine if you're behind or ahead of schedule, we calculate the Schedule Performance Index (SPI).

- **Planned Value (PV):** This is the planned value of work that should have been completed at the three-month mark. Since the project is halfway through, you would have planned to complete 50% of the project by now:

$$PV = BAC \times \frac{3}{6} = 100,000 \times 0.50 = 50,000$$

- **Schedule Performance Index (SPI):** This measures schedule efficiency. It's calculated as:

$$SPI = \frac{EV}{PV} = \frac{50,000}{50,000} = 1$$

Since $SPI = 1$, you are on schedule at this point.

Case 1 - Scenario & Prompting:

A software development project has a US\$100,000 budget and a timeline of six months. After three months, the actual cost (AC) is US\$60,000 and the project is 50% complete.

What are the risks of not completing the project on time and on budget? Am I over or under budget at this point? Am I behind or ahead of schedule? What is the earned value (EV), estimate to complete (ETC) and value-added control? Combine the answers to the individual questions to produce the final answer to the first question.

Results:

3. What is the earned value (EV)?

The Earned Value (EV) is the value of work completed, as calculated earlier:

$$EV = 50,000$$

4. What is the Estimate to Complete (ETC)?

To estimate how much more money is required to complete the project, we calculate the Estimate to Complete (ETC). Since the project is currently over budget, we'll calculate ETC using the CPI.

- ETC:

$$ETC = \frac{\text{Remaining Work (BAC - EV)}}{CPI} = \frac{100,000 - 50,000}{0.83} = \frac{50,000}{0.83} = 60,241$$

You will need approximately \$60,241 more to complete the project, assuming the same cost performance continues.

5. What is the value-added control?

Value-added control typically refers to managing project performance by monitoring the earned value metrics (CPI, SPI) to ensure that value is being delivered as planned.

In this case:

- CPI = 0.83: Indicates you're getting less value for the money spent.
- SPI = 1.0: Indicates that you are on schedule in terms of time, but not in terms of cost.

So, you should focus on improving cost efficiency (CPI) to ensure that the project delivers its full value within the budget.

Case 1 - Scenario & Prompting:

A software development project has a US\$100,000 budget and a timeline of six months. After three months, the actual cost (AC) is US\$60,000 and the project is 50% complete.

What are the risks of not completing the project on time and on budget? Am I over or under budget at this point? Am I behind or ahead of schedule? What is the earned value (EV), estimate to complete (ETC) and value-added control? Combine the answers to the individual questions to produce the final answer to the first question.

Results:

Final Answer to the Original Question:

The project is over budget with a CPI of 0.83, meaning you're getting less value for the money spent. However, the project is on schedule with an SPI of 1.0. The earned value (EV) is \$50,000, and the Estimate to Complete (ETC) is approximately \$60,241, indicating that you will need more money than initially planned to complete the project.


Risks of Not Completing the Project on Time and On Budget:

- **Cost Overrun Risk:** Since your cost performance is poor ($CPI < 1$), you are at risk of exceeding the project budget unless corrective actions are taken to improve cost efficiency.
- **Potential Delays:** Although you're currently on schedule, continued cost inefficiencies could lead to resource constraints, which may cause delays in the later phases of the project.
- **Final Cost Overrun:** If the current trend continues, the project could end up costing \$60,241 more than anticipated, leading to a total project cost of around \$120,241 instead of the original \$100,000 budget.

Case 2 – PMI Case Study – Global Green House Publishing

ChatGPT® Results:

Goal: Analyze the case and provide a summary and recommendation. Also include pros and cons and align with PMI PMBOK®

 mini-case-3-defining-standard-project...
PDF

Here is a project management case study from PMI to help learn the concepts which provides context for a book publishing company and some of the challenges that they face. Now as a Program Manager, I need to help understand the key issues and come up with recommendations as a consultant or lead PM to help solve problem. Hence for each of the recommended solution options I would like you to provide pros and cons and justification as to why such recommendation has been provided. Also as a summary please provide key take aways as to what project management tools and methodology should I adopt for my future projects based on lessons learned from this engagement. Use an informative tone and do not hesitate to coach as well. c) Finally identify some of the Project Management Concepts as a high level summary in a matrix form that will help alleviate the concerns and identify milestones or check points that would have ensured project successful execution. Use the PMI method - PMBOK - Initiation, Planning, Execution, Control, Closing and list the various issues across the phases and what validations should a project manager do at each phase in this particular context



Case Summary: Defining Standard Projects at Global Green Books Publishing

Context:

Global Green Books Publishing is facing challenges in producing customized eBooks for a local university. The company struggles with on-time delivery, cost management, resource allocation, and quality assurance, leading to dissatisfaction among customers, including professors and students. The unpredictable nature of eBook orders, lack of standardization, and untrained part-time workers

Case 2 – PMI Case Study – Global Green House Publishing

ChatGPT® Results:

Goal: Analyze the case and provide a summary and recommendation. Also include pros and cons and align with PMI PMBOK®

Context:

Global Green Books Publishing is facing challenges in producing customized eBooks for a local university. The company struggles with on-time delivery, cost management, resource allocation, and quality assurance, leading to dissatisfaction among customers, including professors and students. The unpredictable nature of eBook orders, lack of standardization, and untrained part-time workers exacerbate these issues.

Key Issues

1. Unpredictable Order Arrival and Size:

- Orders arrive at unpredictable times, causing rush orders and resource bottlenecks.
- Some orders are larger than anticipated, leading to delays in production.

2. Lack of Standardization in Job Orders:

- Each eBook project is handled uniquely without standard processes, leading to inconsistent task assignments and missed production steps.

3. Inadequate Resource Allocation:

- Workers are part-time and not always aware of what tasks they need to work on due to flexible schedules.
- Lack of specialized training for new hires results in delays and rework.

4. Poor Cost Tracking and Scheduling:

- Difficulty in tracking the costs and resources associated with each eBook project.
- Supervisors struggle to assign tasks efficiently due to incomplete job orders and unclear project scopes.

Case 2 – PMI Case Study – Global Green House Publishing

ChatGPT[®] Results:

Goal: Analyze the case and provide a summary and recommendation. Also include pros and cons and align with PMI PMBOK[®]

1. Implement Standardized Job Order Templates

Pros:

- Ensures all production steps are accounted for, reducing errors and rework.
- Helps supervisors assign tasks more efficiently and track progress.
- Streamlines production for better resource management.

Cons:

- Requires time and effort upfront to design and train staff on using the template.
- May be inflexible for truly unique eBook projects that require custom workflows.

Justification:

Standardizing job orders will eliminate many of the inconsistencies in the production process, ensuring that all necessary steps are followed. This improves quality and reduces the need for rework, helping Global Green Books deliver on time.

2. Create a Centralized Scheduling and Resource Management System

Pros:

- Ensures that equipment and personnel are allocated efficiently based on project needs.
- Reduces idle time and ensures workers are focused on high-priority tasks.
- Improves cost tracking by linking resource usage directly to individual eBook projects.

Cons:

- Requires investment in project management software and training.

Case 2 – PMI Case Study – Global Green House Publishing

ChatGPT® Results:

Goal: Analyze the case and provide a summary and recommendation. Also include pros and cons and align with PMI PMBOK®

| Project Management Concepts in PMBOK Framework | | |
|------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| PMBOK Phase | Key Issues | Validations/Actions |
| Initiation | Unclear scope of each eBook project, lack of understanding of project size. | Clearly define and agree on project scope with university professors. Create clear project charters for each eBook project. |
| Planning | Unpredictable order sizes and unclear resource allocation. | Use a standardized template for job orders. Plan resources and schedules for predictable and rush orders. |
| Execution | Inconsistent production due to lack of standardized processes and part-time employee schedules. | Implement centralized scheduling and task tracking. Ensure that workers are trained and allocated based on skills. |
| Monitoring & Control | Difficulty in tracking costs, progress, and resource utilization for each eBook project. | Track project performance using Earned Value Management (EVM) and monitor costs, timelines, and resource allocation regularly. |
| Closing | Quality issues leading to rework, delays in delivery, and unsatisfied customers. | Conduct a final quality check and ensure the product meets customer requirements before delivery. Document lessons learned. |

Context: :
The program
is running
behind
schedule an
is at-risk of
missing the
communicat
ed deadline
to our
stakeholder:

Looking for
recommenda
tion

As a Program Manager, I ran into issues in one of the the cross functional enterprisewise technical software development Program that I am leading for our organization. The program is running behind schedule and is at-risk of missing the communicated deadline to our stakeholders and and I am afraid if we are going to be provide on-time delivery. Business stakeholders and a few external customers will be impacted if the program is not delivered on time as promised. This program is all about delivering a software product for an Enterprise Resource Planning solution which has Sales Order, Work Order, Finance application, Order fulfillment, Invoicing , Reporting , Customer facing ordering and change order et al . We have gathered requirements, did the project phases and deliverables correctly and it was signed-off as well but due to change orders and scope addition ran into this mess. While some of the requirements are important not all are critical though in the sense that the business can wait for a future release. We are also on a tight budget, Hence we are in a fix to deliver on time ,at the original budgeted cost and resources with a high quality delivery

The various workstream leads across the business function such as Sales, Order processing, Finance, Marketing, Manufacturing, Sox compliance, IT software development, Product Managers, Business Managers have different viewpoints on the cause and severity of the delay.

Convene and facilitate the executive steering committee to present your recommended solution approach

Include a short review of the situation to align/decide on a path forward. Also provide a reasoning on your solution options along with

business impact, potential disruption to order fulfillment, invoicing, and customer relation

Slide 3: Solution Options

1. Option 1: Defer Non-Critical Features

- Approach: Re-prioritize and delay non-critical features for future releases.
- Pros:
 - Focuses on delivering essential functionality on time.
 - Reduces pressure on current resources and budget.
 - Minimizes customer impact by meeting key deadlines.
- Cons:
 - Non-critical features will be delayed.
 - Potential dissatisfaction from stakeholders expecting a full-feature release.

2. Option 2: Extend the Timeline with Limited Scope Addition

- Approach: Extend the timeline to accommodate current scope changes but limit further additions.
- Pros:
 - Ensures all features are delivered with high quality.
 - Allows for better resource allocation.
- Cons:
 - Will require negotiation with stakeholders to push the delivery date.
 - Might strain external customer relations if timelines are pushed too far.

3. Option 3: Increase Resources Temporarily

should involve in updating them on our plan. Can you please help create an short executive communication where I as a technical program manager send out an update about the updated release plan so they all are informed about it - Keep the email summary concise



Questions You Must Be Prepared to Answer as a Program Manager

1. Why Were These Scope Changes Accepted?
 - Be ready to explain why certain changes were deemed necessary and how they align with business priorities. Have a record of the original scope and the change order requests, including approval dates and rationale.
2. What is the Impact on Our Business if We Defer These Features?
 - Provide a detailed breakdown of the critical vs. non-critical features, with a clear explanation of the business impact for each. Emphasize that critical functionalities will still be delivered on time.
3. Can We Recover the Timeline Without Deferring Features?
 - Have data showing the current progress of the project, the estimated time to complete each feature, and why additional resources are either not feasible or would require additional budget.
4. What Are the Risks of Deferring Features?
 - Be prepared with a risk analysis showing any operational or competitive risks if certain features are deferred to a future release.
5. What is the Plan for Communicating Changes to External Customers?
 - Be ready with a communication strategy for keeping external customers informed about the changes, focusing on managing expectations and ensuring that essential functionality is

Data Points to Have Handy

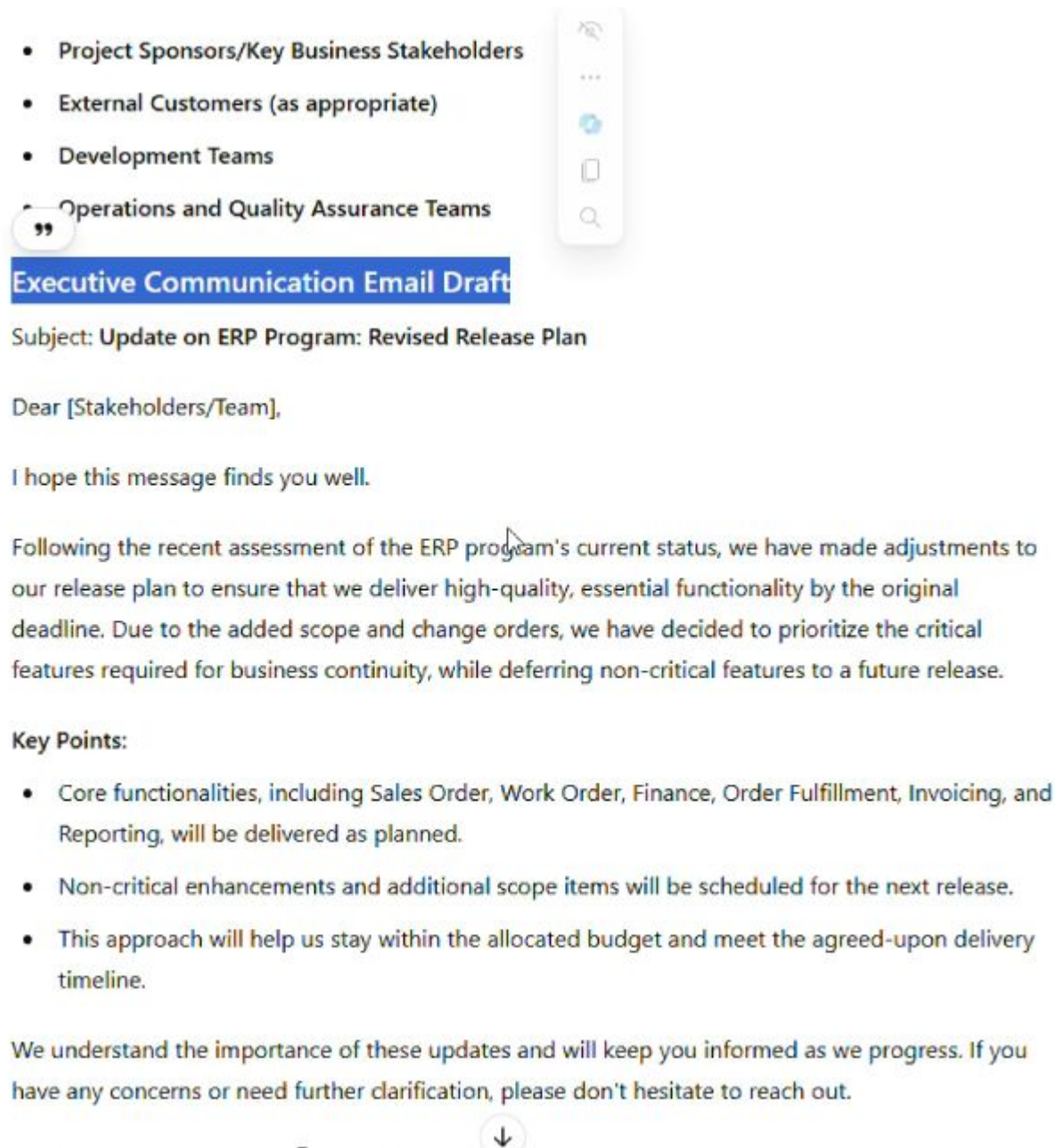
- **Original Scope vs. Current Scope:** Clearly show what was agreed upon initially and how it has changed.
- **Impact of Scope Additions:** Quantify the timeline and resource impact of each addition.
- **Resource Utilization and Burn Rate:** Show how resources have been used and why additional resources may not be viable.
- **Risk Analysis:** A list of risks (high, medium, low) for deferring features.
- **Timeline Projections:** The revised timeline based on deferring non-critical features and any adjustments needed for testing and quality assurance.
- **Stakeholder Feedback:** Any prior communication or feedback from stakeholders that support the need for the proposed changes.

Key People to Involve in Updates

- Executive Steering Committee
- Workstream Leads (Sales, Finance, Marketing, IT, etc.)
- Project Sponsors/Key Business Stakeholders
- External Customers (as appropriate)
- Development Teams
- Operations and Quality Assurance Teams

Executive Communication Email Draft

Subject: Update on ERP Program: Revised Release Plan



Case 3 – Steering Committee Preparation

ChatGPT® Results:

Context: : The program is running behind schedule and is at-risk of missing the communicated deadline to our stakeholders

Looking for recommendation

1. Resource Utilization & Burn Rate Report Format

This report will help demonstrate how resources are being utilized in terms of time, effort, and budget, as well as how quickly the project is "burning" through those resources. It is useful for justifying why you may or may not need additional resources.

Sample Format: Resource Utilization and Burn Rate

| Resource Type | Allocated Hours/Resources | Used Hours/Resources | Remaining Hours/Resources | Utilization (%) | Burn Rate (%) |
|------------------|---------------------------|----------------------|---------------------------|-----------------|-----------------|
| Development Team | 1,200 hours | 950 hours | 250 hours | 79% | 85% (on track) |
| QA Team | 600 hours | 520 hours | 80 hours | 87% | 95% (exceeding) |
| Business Analyst | 300 hours | 290 hours | 10 hours | 97% | 100% (critical) |
| Budget (Total) | \$500,000 | \$450,000 | \$50,000 | 90% | 90% |

Key Points to Monitor:

- Utilization (%): Shows how much of the allocated hours/resources have been consumed.
- Burn Rate (%): How quickly resources are being used up (used resources/allocated resources). Anything above 100% indicates overutilization, which may lead to resource exhaustion before the project ends.

You can break this down further by project phases, like "Requirements Gathering," "Development," "Testing," etc., if more detail is needed.

Conclusion



AI Tools for Success

AI is essential for project management success.



Automating, Assisting, Augmenting

AI tools automate, assist, and augment tasks.



AI for Efficiency

AI adoption is critical for efficiency and focus.



Improved Communication & Risk

AI enhances communication and risk management.

Q & A Session



References

- *PMI.org– Shaping the Future of Project Management with AI and GenAI Adoption Report, 2024*
- McKinsey survey 2024
<https://www.mckinsey.com/capabilities/quantumblack/our-insights/the-state-of-ai>
- Harvard Business School, Harvard Business Publishing article cited in the footer where applicable.



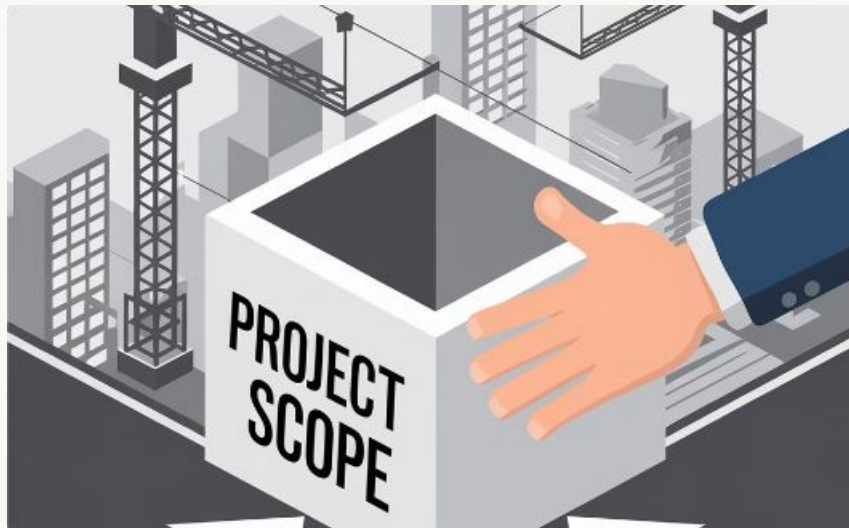
Thank you





| Project Performance Domains | PMI Talent Triangle® Alignment | Tasks | GenAI Tool (Examples) | Applications | Expected Impact |
|-----------------------------|--------------------------------|----------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning | Ways of Working | Scope definition | ChatGPT-4, Bard, MS Copilot, Show Me Diagrams (ChatGPT plug-in) | Generate preliminary plans, refine scope description, analyze historical data, generate diagrams such as network diagrams, Gantt charts, etc. | <ul style="list-style-type: none"> - Faster execution - More productivity - Less inconsistencies or errors - Better documentation quality - Better use of historical data |
| | Ways of Working | Estimate effort, duration, costs | ChatGPT-4, Bard, Smartsheet | Automate calculations, optimize schedules, generate comprehensive and integrated analysis | |
| | Power Skills | Develop communication plan | ChatGPT-4, Bard, MS Copilot | Understand stakeholder communication needs, create a communication plan within an existing template, analyze past communication plans for trends and omissions | <ul style="list-style-type: none"> - Faster execution - More comprehensive analysis - Better use of historical data - Better alignment across the functions and business areas |
| | Business Acumen | Create business case | ChatGPT-4, Bard | Define the business need, evaluate industry context, prioritize among other organizational initiatives, identify positive and negative market conditions | <ul style="list-style-type: none"> - Faster execution - More comprehensive analysis - Better alignment with business context and market challenges and opportunities |

Key Challenges in Project Management



Scope Creep

Uncontrolled expansion of project scope



Inefficient Resource Allocation

Suboptimal distribution of project resources



Inaccurate Risk Management

Inadequate identification and mitigation of project risks