

Gig:

ChatGPT for Project Managers – Custom Use Case Design

by Donna Gregorio

Description: Are you a project manager curious about how to leverage AI – but not sure where to start? ChatGPT can transform the way you manage your projects, write artifacts, communicate with stakeholders, and make faster decisions. As a retired IT project manager, trainer, and early adopter of AI tools in project work, I specialize in creating custom ChatGPT use cases and prompt libraries that align with your unique project needs. With this gig, I can:

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- Design custom ChatGPT prompts tailored to your PM role or team workflow
 - Create AI-powered templates for charters, status reports, user stories, lessons learned, and more
 - Identify where ChatGPT can save you time across the project lifecycle
 - Deliver a ready-to-use case guide (PDF) and optional training session (Premium package)
 - Help you build AI confidence and stay ahead of the curve

Why work with me:

- 40+ years in IT project management
 - Expert trainer and speaker on AI for PMs and digital transformation
 - PM instructor with deep knowledge of project workflows
 - Skilled in prompt engineering and use case design
 - Strategic, practical, and easy to work with
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Let's supercharge your PM toolkit with the power of AI – smart, ethical, and effective.

Basic \$150	Standard \$300	Premium \$500
3 custom ChatGPT prompts + use case summary tailored to your needs	Full set of 8-10 use cases + prompt templates for key PM tasks	Everything in standard + 60-minute Zoom session with demo + Q&A

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Use ChatGPT to Create: Project Charter

Screenshot of Partial ChatGPT output

Role: As a project manager Goal: Write a project charter for project to standardize the company on using Microsoft Project, key elements <ul style="list-style-type: none">• Problem statement, business case, goals• Scope, timeline, team members• Task 1: Define pilot group of 100 employees• Task 2: Purchase software and train• Task 3: Evaluate pilot program• Task 4: Rollout to entire company• Develop timeline June 1 – Dec 1• Total Budget for this project is \$500,000 Benefit: To gain agreement for project plans moving forward and to engage stakeholders	1. Problem Statement: Currently, our company lacks standardized project management tools and processes, leading to inefficiencies, communication gaps, and delays in project delivery. There is a need to implement Microsoft Project across the organization to streamline project management practices and enhance collaboration. 2. Business Case: Implementing Microsoft Project will provide a unified platform for project planning, scheduling, resource management, and reporting. This standardization will improve project visibility, increase team productivity, reduce project risks, and ensure better alignment with organizational goals. Ultimately, it will lead to improved project delivery timelines and customer satisfaction. 3. Goals: <ul style="list-style-type: none">• Standardize project management practices across the company.• Increase project delivery efficiency by 15%.• Enhance collaboration and communication among project teams.• Achieve 100% adoption of Microsoft Project within the company. 4. Scope: The project includes: <ul style="list-style-type: none">• Defining a pilot group of 100 employees across various departments.• Purchasing Microsoft Project licenses and conducting training sessions.• Evaluating the pilot program to gather feedback and make necessary adjustments.• Rolling out Microsoft Project to all 10,000 employees 5. Timeline: <ul style="list-style-type: none">• June 1: Project Kick Off• June 1 – Jun 15: Define Pilot Group.
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Project Charter

Draft: Created by ChatGPT

					
Problem State	Bus Case	Goal	Timeline	Scope	Team members
The current state of managing projects is disjointed, using various methods that do not provide a concise, schedule to manage resources and timelines.	The purpose is to implement a new software system that will enhance schedule mgt. The software will automate manual processes, allowing employees to focus on strategic initiatives.	The project will streamline operations, reduce manual work, and provide a more efficient way of managing tasks, resulting in cost savings and improved efficiency.	The project timeframe is Jun 1 – Dec 31 with milestones in Jun pilot group, Aug – sw purchase, Sep – training program, Nov – Pilot eval, and Dec –company-wide rollout.	The project includes the selection of a pilot group, software purchase, training program, pilot program/eval, and company-wide rollout.	The team includes Alex, Bill, Carol, and Dave.