

ChatGPT Catalyst: Navigating Critical Project Success Areas

by Donna Gregorio

Abstract: In today’s fast-paced project environments, generative AI tools like ChatGPT are no longer optional—they’re essential. This session will explore how project managers can harness ChatGPT to automate the drafting of key project management artifacts across three critical success areas: **Initiation**, **Execution**, and **Closeout**. You’ll learn practical strategies to streamline the creation of project charters, schedules, user story backlogs, status reports, communications plans, and lessons learned reports. We’ll cover how to apply effective **prompt engineering techniques**, evaluate the quality and usability of AI-generated content, and integrate these tools seamlessly into your workflow.

Key Takeaways:

- Why not using ChatGPT could put your projects—and your career—at a disadvantage
- How to design powerful prompts that produce high-quality PM documents
- Methods to critically assess and adapt AI-generated outputs for real-world project needs

Join us to see how ChatGPT can be a true catalyst for project success—helping you save time, drive consistency, and elevate your project outcomes.

Use ChatGPT to Create: Project Charter

Screenshot of Partial ChatGPT output

<p>Role: As a project manager</p> <p>Goal: Write a project charter for project to standardize the company on using Microsoft Project, key elements</p> <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 <p>Benefit: To gain agreement for project plans moving forward and to engage stakeholders</p> <p>Prompt: ROLE: As a project manager, GOAL: Write a project charter for a project to standardize the company on using Microsoft Project, including the following key elements: Problem statement, business case, goals, scope, timeline, team members. Include the following tasks: 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 (10,000 employees). Develop timeline June 1, 2024 - Dec 1, 2024. The total budget for this project is \$500,000. BENEFIT: to gain agreement for project plans moving forward and to engage stakeholders</p>	<p>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.</p> <p>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.</p> <p>3. Goals:</p> <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. <p>4. Scope: The project includes:</p> <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 <p>5. Timeline:</p> <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.

