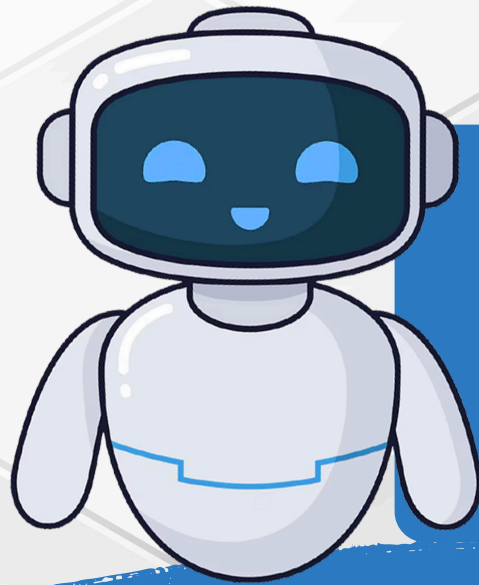




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PROMPT STARTER PACK FOR PMO AND PROJECT TEAMS

AI MADE SIMPLE, SUCCESS MADE SMARTER

WWW.FISHERPEAKAI.COM

INTRODUCTION

This Prompt Library is designed to support Project Management Office (PMO) leaders, project managers, and support staff by offering a wide range of reusable, structured prompts. These prompts help users get the most value from AI tools like CoPilot and ChatGPT, especially in tasks related to planning, execution, reporting, analysis, and coaching within project environments.



HOW TO USE THIS LIBRARY

Each prompt is designed to:

- ✓ Be copied and pasted directly into an AI tool
- ✓ Trigger a structured output relevant to project management
- ✓ Be customized using clearly defined variables to match your situation



UNDERSTANDING THE TABLE FORMAT

Each section of the library follows a standard three-column table format:

Column	Description
Usage Description	A short label (4–6 words) describing the use case of the prompt.
Prompt	The full prompt written to be pasted into ChatGPT or another AI tool.
Assumptions	Any specific requirements for the prompt to work effectively (e.g., data availability, context).

PROMPT VARIABLES



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Each prompt is structured for reuse, with variables clearly marked using brackets, for example

- ✓ **[project_name]** — Name or ID of the project
- ✓ **[objectives], [scope], [stakeholders], etc.** — Specific details the AI needs to generate a tailored response
- ✓ **[paste content]** — Where the user is expected to paste relevant data or documents
- ✓ **[roles], [tasks]** — Custom inputs needed for matrices, plans, or analyses

If the required input is not yet known, some prompts will return templates or placeholder fields to be filled in later.



ASSUMPTIONS

Prompts assume the following unless otherwise stated:

- ✓ **Users will input clear and structured information when prompted to paste content.**
- ✓ **AI tools have access to the pasted information but do not have access to files, links, or databases unless explicitly supported.**
- ✓ **The person using the prompt has some familiarity with the tool's interface (e.g., how to paste data, interpret table output).**

Each section of the Prompt Library is focused on a functional area of project management and can be used independently or combined to support broader workflows.

Start with the area most relevant to your needs, and don't hesitate to customize prompts further to match your team's terminology or processes.





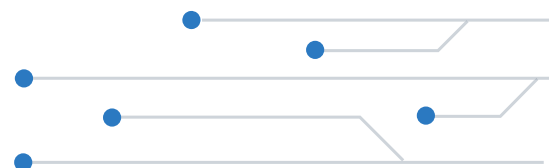
PLANNING & ESTIMATION

Usage Description	Prompt	Assumptions
Project charter drafting	"Act as a PMO lead. Draft a project charter for [project_name] with [objectives], [scope], [stakeholders], [timeline], and [success criteria]. Where information is missing, create a template. Format as Google Doc."	Some inputs may be incomplete.
Create Project Blueprint for a Team	As an experienced project manager, your task is to develop a comprehensive project blueprint based on the given [project description]. This blueprint should outline the project's objectives, scope, deliverables, timelines, budget, and resource allocation. Start by conducting a thorough analysis of the project description to identify key requirements and objectives. Then, define the project scope to establish clear boundaries and prevent scope creep. Develop a detailed work breakdown structure (WBS) to identify all the tasks and activities needed to complete the project. Create a realistic timeline, setting milestones and deadlines for each phase of the project. Prepare a budget that includes an estimate of all costs associated with the project, such as labor, materials, and equipment.	Description of project for example a Project Charter



PLANNING & ESTIMATION

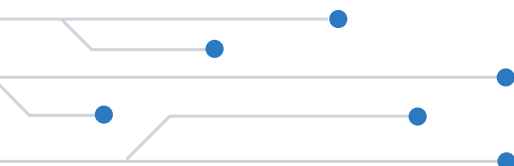
Usage Description	Prompt	Assumptions
Create Project Blueprint for a Team	Finally, allocate resources effectively, ensuring that each task is assigned to team members with the appropriate skills and expertise. Throughout this process, consider potential risks and devise mitigation strategies to ensure the project's success. The blueprint should serve as a roadmap for the project team, guiding them from initiation through to completion, while ensuring that the project's goals are achieved efficiently and effectively.	Description of project for example a Project Charter
WBS generator	"Act as a senior PM. Create a WBS for [project_name] based on [document]. Include Task Name, Start Date, End Date, Dependency, Resource Name, grouped by major deliverables. Format as Google Sheet."	Source document is pasted.
Estimation guide	"Act as a PM mentor. Create a guide to estimate time and cost for [project_type]. Include key questions, typical ranges, and when to use bottom-up vs top-down techniques."	Project type is provided.





PLANNING & ESTIMATION

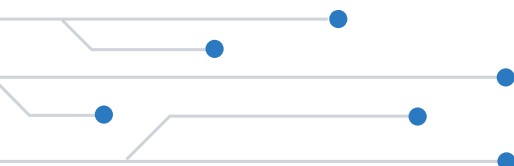
Usage Description	Prompt	Assumptions
Assumptions list builder	"Act as a facilitator. List project assumptions based on this kickoff document: [paste content]. Categorize by technical, organizational, external."	Kickoff document is provided.
Planning checklist creator	"Act as a PM. Create a checklist for planning activities in [project_name]. Include scope definition, resourcing, schedule setup, and risk planning."	Planning phase underway.
Milestone planner	"Act as a schedule planner. Generate a milestone plan for [project_name]. Include 5–7 key dates, descriptions, and dependencies."	Project scope is defined.
Timeline validator	"Act as a senior scheduler. Review this draft timeline: [paste schedule]. Identify unrealistic durations, missing dependencies, or overlap risks."	Draft schedule is available.
Planning risks identifier	"Act as a PM. Identify potential planning risks for [project_name] based on this summary: [paste summary]. Group by category (e.g., scope, resources, governance)."	Summary is shared.





PLANNING & ESTIMATION

Usage Description	Prompt	Assumptions
RACI matrix builder	"Act as a team coordinator. Build a RACI matrix for [project_name] with [roles] and [tasks]. Return in table format with Responsible, Accountable, Consulted, Informed per role."	Roles and tasks are known.
Resource plan creator	"Act as a resource planner. Develop a resource plan for [project_name]. Include roles, skill sets needed, and estimated effort by phase."	Project structure is defined.
Prioritize project tasks	Act as an experienced project manager responsible for overseeing a complex [project_name]. Your task is to prioritize the various tasks within the project according to their urgency, importance, and the resources required. Begin by evaluating each task's impact, Develop a strategy, communicate your plan clearly to your team, monitor the progress, use project management tools, consider dependencies, workloads, and bottlenecks.	Project tasks are known





PLANNING & ESTIMATION

Usage Description	Prompt	Assumptions
Project planning	<p>You are an expert project manager. I am [mention the problem you're facing in detail with context]. I'm managing a project with [brief project description]. I need to create a detailed project plan.</p> <p>Can you help outline a plan with a comprehensive timeline, including key milestones, tasks, and deliverables for the next [time period, e.g., 6 months]? Please include suggested software tools and methodologies that could be used for planning and tracking. I want you to [mention how you want the output in detail with examples].</p>	Project context
Agile project transition	<p>You are an expert project manager. I am [mention the problem you're facing in detail with context]. Our team is transitioning to Agile methodologies for a project involving [project description].</p> <p>Can you guide us through setting up an Agile framework, including how to create and manage product backlogs, sprint planning, and conducting daily stand-ups and retrospectives? Please suggest tools and techniques to facilitate this process. I want you to [mention how you want the output in detail with examples].</p>	Problem statement and project context



PLANNING & ESTIMATION

Usage Description	Prompt	Assumptions
Project budget planning	<p>You are an expert project manager. I am [mention the problem you're facing in detail with context]. I'm tasked with creating a budget for a project aimed at [project objective]. Can you help develop a comprehensive budget plan, including cost estimates for labor, materials, and overheads? Also, provide tips on monitoring and controlling the budget to avoid overspending and managing changes to the budget. I want you to [mention how you want the output in detail with examples].</p>	Problem statement and project context





TASK AUTOMATION & ADMIN SUPPORT

Usage Description	Prompt	Assumptions
Daily task summary	"Act as a virtual assistant. Summarize tasks due today for [project_name] from this list: [paste list]. Group by assignee and priority."	Task list is current.
RAID log update helper	"Act as a PM. Update the RAID log for [project_name] with the following new items: [paste data]. Match formatting and structure to standard RAID logs."	Format is known.
Meeting agenda generator	"Act as a project coordinator. Create a structured meeting agenda for [meeting_purpose]. Include topic titles, timing, and owner per item."	Meeting context is known.
Action item extractor	"Act as a note-taker. From this meeting summary: [paste notes], extract all action items, owners, and due dates into a table format."	Notes contain action-level detail.
Status report formatter	"Act as a project admin. Format the following status update into a weekly status report for [project_name]. Use standard headings: Summary, Accomplishments, Issues, Next Steps."	Content is provided.





TASK AUTOMATION & ADMIN SUPPORT

Usage Description	Prompt	Assumptions
Schedule adjuster	"Act as a scheduling assistant. Adjust this project schedule: [paste schedule]. Reschedule delayed tasks and update dependencies accordingly."	Schedule is provided.
Document filing assistant	"Act as a PMO admin. From this list: [paste file names], recommend folder structure and naming conventions for organizing project documentation."	File types are identified.
Time tracking summary maker	"Act as a team coordinator. Summarize total hours logged by team members for [project_name] this week using: [paste report]. Include a table with names, total hours, and variance from baseline."	Time log is formatted.
Document merge organizer	"Act as an editor. Merge these two draft documents: [paste content A] and [paste content B]. Maintain consistent voice and formatting. Highlight unresolved overlaps."	Content is related and comparable.
Meeting notes standardizer	"Act as a project support officer. Reformat these notes into a standard MoM (Minutes of Meeting) template: [paste notes]. Include date, attendees, decisions, and actions."	Notes are raw/unstructured.



PLANNING & ESTIMATION

Usage Description	Prompt	Assumptions
Performance monitoring and control	<p>You are an expert project manager. I am [mention the problem you're facing in detail with context]. We are halfway through a project on [paste content]. I need a system to monitor and control project performance. Can you recommend metrics and KPIs to track our progress? Also, provide methods to analyze project performance and strategies for corrective actions if we are not on track. I want you to [mention how you want the output in detail with examples].</p>	Project context and problem statement



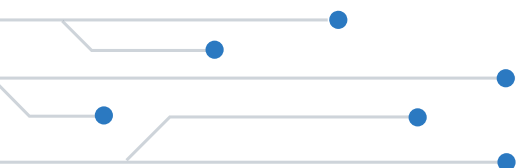
CONTENT CREATION & COMMUNICATION



Usage Description	Prompt	Assumptions
Executive summary drafting	"Act as a PM. Draft an executive summary for [project_name] using this update: [paste content]. Limit to key highlights, risks, and next steps."	Status summary is available.
Project newsletter content	"Act as a communications manager. Write a monthly newsletter for [project_name]. Include key achievements, upcoming activities, and shoutouts. Format as an email."	Project cycle context is provided.
Stakeholder comms template	"Act as a stakeholder liaison. Draft an update for [stakeholder_group] about [change_description]. Keep tone professional and informative."	Stakeholder group and change defined.
Deck slide content starter	"Act as a slide designer. Generate summary slide content for [project_name]. Include project status, risks, and timeline as 3 separate slide outlines."	Status content is available.
Closure report summary	"Act as a documentation lead. Draft the closure report summary section for [project_name] using this input: [paste closure notes]. Highlight outcomes and lessons learned."	Closure data is available.

CONTENT CREATION & COMMUNICATION

Usage Description	Prompt	Assumptions
Milestone announcement post	"Act as a PM. Write a LinkedIn-style post announcing milestone [milestone_name] for [project_name]. Keep tone celebratory and concise."	Milestone is clearly described.
Delay notice message	"Act as a comms advisor. Draft a message to notify [stakeholder_group] of a delay in [deliverable] for [project_name]. Include reason, impact, and recovery plan."	Reason and impact known.
Visual aid suggestion	"Act as a visual strategist. Suggest 3 diagram or infographic ideas to explain [project update or concept] from [project_name]."	Concept and goal are clear.
Change request summary	"Act as a change manager. Summarize this change request for [project_name]: [paste request details]. Include impact analysis and recommendation."	Change request content is complete.
Presentation closing line	"Act as a PM. Write 3 closing statements to end a presentation for [project_name]. Match tone to [audience type]."	Audience and tone specified.



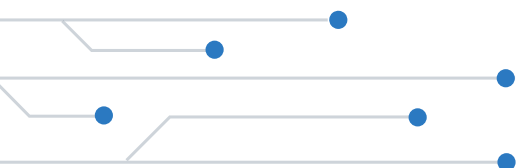
Usage Description	Prompt	Assumptions
Post project evaluation	As an experienced project manager, create a Post Project Evaluation Template for a [project_name]. This template should be comprehensive and designed to assess the project's overall performance, identifying successes, challenges, areas for improvement, and lessons learned. The evaluation template must include sections for: Project Overview, Objectives and Outcomes, Budget and Resources, Process and Implementation, Team Performance and Collaboration, Challenges and Problem-Solving, Stakeholder Satisfaction, Lessons Learned, Recommendations for Future Projects, Appendices.	None
Communicate With Stakeholders	As an experienced project manager, your task is to draft an email to the stakeholders of [project_name], providing them with a comprehensive update that includes both the [achievements] and [current challenges] the project is facing. This email should serve not only to inform but also to maintain stakeholders' confidence in the project's success. Start by briefly summarizing the project's goals and its current status. Highlight the key achievements... Be specific... Next, address the current challenges... Outline strategies... maintain a positive and professional tone.	Updates on project challenges and achievements

DECISION SUPPORT



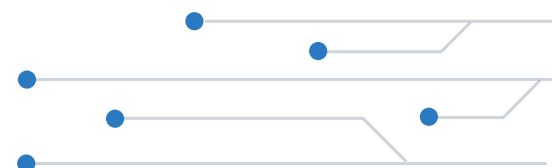
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Usage Description	Prompt	Assumptions
Trade-off evaluator	"Act as a PM. Evaluate trade-offs between [option_1] and [option_2] for [project_name]. Include pros, cons, risks, and a recommendation."	Options and context are known.
Prioritization matrix	"Act as a portfolio analyst. Create a prioritization matrix for [initiative_list] using criteria: [list_criteria]. Return a scored table with rationale."	Initiatives and criteria are available.
Vendor comparison	"Act as a procurement advisor. Compare [vendor_1] and [vendor_2] for [project_name]. Include capabilities, cost, risk, and implementation timeline."	Vendor info is provided.
Scenario planner	"Act as a project strategist. List possible outcomes if [decision] is implemented. Evaluate each for cost, time, and scope impacts."	Decision scenario described.
Go/No-Go checklist	"Act as a delivery lead. Build a Go/No-Go checklist for [project_milestone] in [project_name]. Include readiness criteria and evidence required."	Milestone and context provided.



DECISION SUPPORT

Usage Description	Prompt	Assumptions
Business case reviewer	"Act as a business analyst. Review this business case for [project_name]: [paste content]. Highlight missing justification, weak metrics, or unsupported claims."	Case content available.
Schedule risk evaluator	"Act as a PM. Evaluate this schedule for high-risk dependencies or timing issues: [paste schedule]. Highlight tasks at risk."	Schedule is pasted.
Option analysis summary	"Act as a project consultant. Summarize the benefits, risks, and trade-offs of these options for [project_name]: [list options]. Recommend the best choice."	Option list provided.
Resource request analyzer	"Act as a delivery lead. Review this request for extra resources on [project_name]: [paste request]. Include justification strength and risks if denied."	Request details included.
Roadmap selector	"Act as a strategic advisor. Recommend a roadmap from the following options: [roadmap options]. Justify based on delivery goals and risk tolerance."	Roadmaps are defined.





ISSUE & RISK MANAGEMENT

Usage Description	Prompt	Assumptions
Root cause brainstorming	"Act as a facilitator. Suggest possible root causes for [issue_description] in [project_name]. Group causes by category (e.g., technical, process, people)."	Issue is described.
Risk mitigation ideas	"Act as a risk manager. Propose 5 mitigation strategies for [risk_description] in [project_name]. Include rationale and estimated impact."	Risk is clearly stated.
Risk register audit	"Act as a quality reviewer. Review this RAID log: [paste log]. Identify vague, outdated, or duplicate entries. Suggest improvements."	RAID log available.
Impact assessment prompt	"Act as a PM. Assess the likely impact of [issue] on cost, schedule, and scope in [project_name]. Provide high-medium-low risk rating per category."	Context and issue known.
Contingency plan prompt	"Act as a project advisor. Develop a contingency plan for this high-risk scenario: [describe risk or dependency]. Include triggers and alternate actions."	Scenario is clearly defined.





ISSUE & RISK MANAGEMENT

Usage Description	Prompt	Assumptions
Escalation path advisor	"Act as a PMO advisor. Recommend an escalation path for this cross-team issue in [project_name]. Consider urgency and org structure."	Stakeholders and issue are known.
Risk trend identifier	"Act as a portfolio risk analyst. Analyze the following RAID logs for trends or systemic risks across projects: [paste logs]. Summarize patterns observed."	Multiple RAID logs are available.
Issue resolution checklist	"Act as a project coach. Draft a step-by-step checklist to resolve [issue_description] in [project_name]. Include checkpoints and verification activities."	Issue is well-defined.
RAID log standardizer	"Act as a PMO process lead. Review and reformat this RAID log to match best practice layout for [project_name]: [paste log]."	Format is inconsistent.
Pre-mortem generator	"Act as a facilitator. Generate a pre-mortem exercise outline for [project_name]. Include a scenario setup, questions for team, and outcome tracking method."	Project goal is defined.





ISSUE & RISK MANAGEMENT

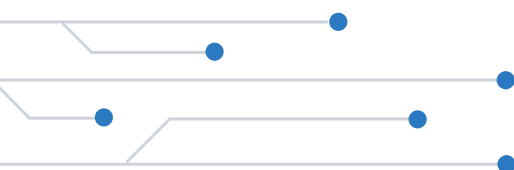
Usage Description	Prompt	Assumptions
Identify Risks and Mitigations	<p>You are an expert project manager. I am [mention the problem you're facing in detail with context]. For my project on [paste content], I need to identify potential risks and develop a risk management plan. Can you list the possible risks we might face during the project lifecycle, including their likelihood and impact? Additionally, suggest mitigation strategies and how to monitor these risks effectively. I want you to [mention how you want the output in detail with examples].</p>	Problem statement





QUALITY & COMPLIANCE

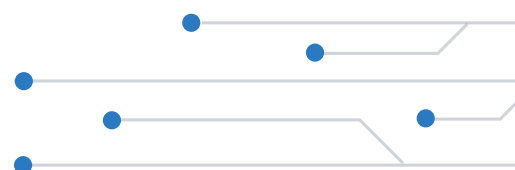
Usage Description	Prompt	Assumptions
QA checklist creation	"Act as a QA analyst. Generate a quality assurance checklist for [project_phase] in [project_name]. Include key validations and required evidence."	Phase is defined.
Document quality reviewer	"Act as a QA reviewer. Review this project document: [paste document]. Highlight unclear sections, missing logic, or inconsistencies."	Document is pasted.
Deliverable acceptance criteria	"Act as a delivery lead. Define acceptance criteria for [deliverable_name] in [project_name] based on provided success criteria."	Deliverable name and scope are known.
Compliance checklist	"Act as a compliance officer. Create a checklist for regulatory and internal compliance in [industry] projects. Include audit requirements and sign-off steps."	Industry is known.
Lessons learned summary	"Act as a knowledge manager. Summarize enterprise-wide lessons learned from the following project logs: [paste logs]. Group by theme or recurrence."	Logs available.





QUALITY & COMPLIANCE

Usage Description	Prompt	Assumptions
Project audit prep	"Act as an audit coordinator. List questions and documents needed for a project audit in [project_name]. Include scope, risk, and financial dimensions."	Project type and audit goal defined.
Regulation alignment reviewer	"Act as a compliance reviewer. Review this project artifact: [paste content] for alignment with [regulation or standard]. Highlight non-compliance and gaps."	Artifact and regulation known.
Contract compliance checker	"Act as a contract analyst. Analyze this vendor agreement for delivery terms, SLAs, and penalties: [paste contract]. Summarize concerns in a table."	Contract is available.
Cross-project compliance scan	"Act as a PMO reviewer. Compare compliance artifacts across these projects: [list or paste]. Flag inconsistencies and misalignments."	Multiple projects' data available.
Review meeting prep prompt	"Act as a review coordinator. Prepare a checklist for an internal quality review of [deliverable_name] including structure, content, and approval steps."	Deliverable is defined.





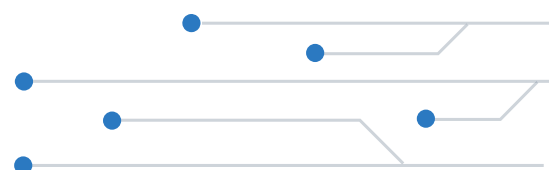
PMO & PORTFOLIO OVERSIGHT

Usage Description	Prompt	Assumptions
Portfolio health overview	"Act as a PMO lead. Summarize portfolio health using RAID and KPI data from [number] active projects. Highlight red flags, top risks, and projects needing attention."	RAID logs and KPIs are accessible.
Initiative prioritization	"Act as a portfolio strategist. Rank current initiatives based on [criteria] to support strategic decision-making. Present rationale for top three priorities."	Prioritization criteria are defined.
PMO performance snapshot	"Act as a metrics analyst. Create a performance summary showing value delivered by the PMO in [quarter/year]. Include metrics, key highlights, and comparisons to goals."	Metrics or tracking data available.
Executive brief generator	"Act as an executive assistant. Draft a one-page portfolio summary for senior leadership. Include project progress, key risks, and funding updates."	Portfolio summary is available.
Governance metrics tracker	"Act as a governance analyst. Identify trends and risks based on current governance metrics across the portfolio. Summarize patterns or outliers."	Governance metrics available.



PMO & PORTFOLIO OVERSIGHT

Usage Description	Prompt	Assumptions
Lessons learned roll-up	"Act as a knowledge manager. Compile recurring lessons learned across all closed projects. Group insights by theme (e.g., planning, execution, change)."	Project closure reports are accessible.
Cross-project budget insights	"Act as a finance analyst. Analyze project budget data across the portfolio. Highlight variances, overspending trends, and cost-saving opportunities."	Budget and cost data are accessible.
Resource conflict detection	"Act as a resource planner. Identify overlapping resource allocations across these projects: [list projects]. Recommend options to resolve conflicts."	Resource assignment data is provided.
PMO service inventory builder	"Act as a service designer. List all services provided by the PMO. Group them by category (e.g., governance, delivery support, tools) and estimate usage frequency."	PMO service offering is known.
Quarterly outcomes summary	"Act as a portfolio communicator. Generate a presentation summary of outcomes achieved by the PMO in the past quarter. Include charts or visuals to show impact."	Key outcome data is available.





TEAM PERFORMANCE & COACHING

Usage Description	Prompt	Assumptions
Coaching session planner	"Act as a leadership coach. Create a one-on-one coaching session plan for a PM focused on [area_to_improve]. Include key questions, example feedback, and suggested follow-ups."	Area for improvement is known.
PM development roadmap	"Act as a career advisor. Draft a development plan for a mid-level PM aiming to grow into a senior PM role. Include skill gaps, activities, and success measures."	Career level and goals are defined.
Team feedback generator	"Act as a facilitator. Create open-ended feedback questions to gather peer input on a PM's performance. Group questions by theme (communication, leadership, delivery)."	PM role and goals are known.
Skills gap analysis	"Act as a team lead. Review this team skills matrix: [paste matrix]. Identify key gaps and recommend training or mentoring opportunities."	Matrix data is available.
Recognition message ideas	"Act as a team leader. Write 3 brief messages recognizing a PM's contribution to [milestone_or_result]. Keep tone positive and personal."	Milestone or result is described.



TEAM PERFORMANCE & COACHING

Usage Description	Prompt	Assumptions
Burnout check-up prompt	"Act as a wellness advisor. Evaluate this PM's recent workload and feedback: [paste data]. Identify early signs of burnout and suggest one preventive action."	Data from time tracking or feedback.
Performance review helper	"Act as a performance reviewer. Using this input: [paste notes], summarize key strengths and areas for growth for a PM. Include one stretch goal suggestion."	Feedback content is available.
Role clarity discussion	"Act as a leadership coach. Draft questions for a role clarity conversation with a PM who is unclear about responsibilities or authority in their project."	Project or team dynamic is known.
Mentorship pairing logic	"Act as a development coordinator. Recommend mentorship pairings for a PM based on [experience_level] and [learning_goals]. Include rationale."	PM bios or goals are available.
Weekly tip generator	"Act as a PM coach. Write a short weekly tip (under 100 words) for project managers focused on [theme]. Keep it practical and actionable."	Theme is provided.





TEAM PERFORMANCE & COACHING

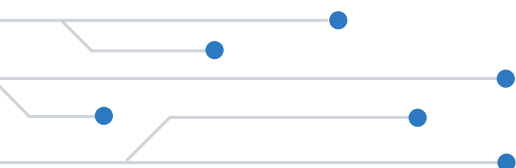
Usage Description	Prompt	Assumptions
Team management and motivation	<p>You are an expert project manager. I am [mention the problem you're facing in detail with context]. As a project manager for [project description], I need to keep my team motivated and productive. Can you provide strategies for managing team dynamics, resolving conflicts, and enhancing team collaboration?</p> <p>Additionally, suggest ways to recognize and reward team contributions to maintain high morale throughout the project. I want you to [mention how you want the output in detail with examples].</p>	Problem statement





TOOL INTEGRATION & DATA QUERIES

Usage Description	Prompt	Assumptions
KPI trend analysis	"Act as a performance analyst. Review the following KPI dataset: [paste data]. Identify trends, outliers, and recommendations for improvement."	KPI dataset is available.
Excel table summarizer	"Act as a data analyst. Summarize insights and anomalies from this Excel-based project tracker: [paste table]. Focus on overdue tasks, gaps, or resource loads."	Table data is pasted.
Smartsheet update reviewer	"Act as a PM tool reviewer. Analyze this Smartsheet export for overdue tasks, risk flags, and progress vs. plan: [paste export]. Return key findings."	Export is accessible.
Power BI insight generator	"Act as a dashboard analyst. Generate 3 executive insights from this Power BI report summary: [paste data]. Link insights to portfolio goals or KPIs."	Power BI dashboard data is available.
Jira ticket analyzer	"Act as a Scrum Master. Review this list of Jira issues: [paste list]. Summarize blockers, unassigned items, and delivery risk by epic."	Jira data is available.





TOOL INTEGRATION & DATA QUERIES

Usage Description	Prompt	Assumptions
Time tracking evaluator	"Act as a resource manager. Review this time tracking report: [paste data]. Identify under/over-utilized roles and recommend rebalance actions."	Time data is available.
RAID quality scanner	"Act as a QA reviewer. Evaluate the RAID log for missing detail, duplicated entries, or inconsistent formatting: [paste log]. Highlight issues in a list."	RAID log content is provided.
Cross-platform sync check	"Act as a data integrator. Compare these two data exports (Tool A and Tool B): [paste exports]. Identify misalignments or missing records."	Both exports are provided.
Status dashboard summary	"Act as a PM. Using this dashboard summary: [paste summary], create a short project update report for stakeholders highlighting progress and risks."	Dashboard data is current.
Excel formula generator	"Act as a spreadsheet expert. Write a formula to calculate [metric] from this dataset: [paste sample rows]. Explain how it works."	Metric is defined and dataset included.



CUSTOM GPTS / ROLE-BASED AGENTS



Custom GPTs and role-based agents simulate specific job functions within your PMO. These agents are configured to follow consistent instructions and act as virtual assistants, coaches, or specialists. Rather than writing the same prompt over and over, these agents retain context within a session and can streamline multi-step tasks.

For example:

- ✓ A **Risk Analysis Assistant** can consistently review RAID logs across all projects with the same criteria.
- ✓ An **Executive Summary Agent** can be used weekly to create board-ready updates with a single input.
- ✓ A **Scrum Master GPT** can support sprint planning sessions by interacting with backlogs, suggesting story breakdowns, and tracking blockers.

These prompts form the foundation of reusable personas you can load into tools like ChatGPT's Custom GPTs, Microsoft Copilot agents, or internal AI dashboards. By saving time and improving consistency, they help scale your PMO's support without scaling headcount.

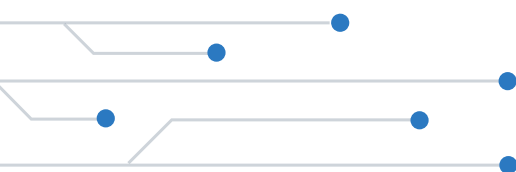


Usage Description	Prompt	Assumptions
Executive summary agent	"Act as an executive assistant. Summarize this report for senior leadership: [paste report]. Include key metrics, blockers, and outcomes in under 200 words."	Report is structured and complete.
Risk analysis assistant	"Act as a risk advisor. Analyze this RAID log: [paste log]. Identify high-priority items, trends, and recommended mitigation actions."	RAID log is available.
Lessons learned curator	"Act as a knowledge coordinator. From these project closure notes: [paste content], extract key lessons learned and categorize them by theme."	Closure notes are provided.
Governance tracker bot	"Act as a governance specialist. Review this status summary: [paste content]. Flag any governance risks or non-compliance with defined policies."	Policy criteria are known.
PM coach agent	"Act as a leadership coach. Provide constructive feedback on this project update draft: [paste content]. Suggest improvements for tone, clarity, and alignment with PM best practices."	Update draft is available.





Usage Description	Prompt	Assumptions
Task automation assistant	"Act as a virtual assistant. Generate a list of action items and owners based on this meeting transcript: [paste content]. Return in table format with due dates."	Transcript includes actionable content.
Delivery tracker	"Act as a portfolio tracker. Summarize progress across multiple projects from this update: [paste content]. Highlight status, issues, and % complete for each."	Multi-project update is included.
Requirements reviewer	"Act as a business analyst. Review these requirements: [paste content]. Highlight missing validations, unclear terms, or testability concerns."	Requirements list is structured.
Agile team GPT	"Act as a Scrum Master. Based on this sprint backlog: [paste content], guide the team through sprint planning including estimating, grouping, and flagging potential blockers."	Sprint backlog is provided.
Resource planner agent	"Act as a resource planning assistant. Analyze this schedule: [paste content]. Identify overallocations and make suggestions to rebalance the plan."	Schedule and assignments are available.



Usage Description	Prompt	Assumptions
Track Project Milestones	<p>I need someone to track and document the milestones achieved in an ongoing project. This includes noting key accomplishments, deadlines met, and any deviations from the project plan. This information will be used to evaluate progress, identify areas for improvement, and communicate updates to stakeholders.</p> <p>Your task is to regularly update the project milestone tracker with accurate and up-to-date information.</p> <ul style="list-style-type: none">- Project details: [paste content]- Stakeholders: [stakeholders]	Project plan or project status reports





ABOUT

For two decades, **Grant** has been in the trenches of digital transformation, building PMOs, implementing platforms, and restructuring teams.

Then AI changed everything. As one of the first practitioners to embed AI into live PMO environments, he witnessed the dramatic shift from reactive firefighting to predictive, intelligent delivery.

This guide represents Grant's commitment to helping fellow PMO leaders accelerate their AI journey. Instead of years of experimentation, you get tested strategies for automated risk detection, intelligent resource allocation, and executive reporting that actually drives decisions.

Consider it your shortcut to the future of project leadership.

AI MADE SIMPLE, SUCCESS MADE SMARTER

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