

# Practical AI Prompts for Project Managers

## Use These Monday Morning

A companion guide to “Starting Small with AI: Why Grassroots Beats the Enterprise Rollout”

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## You do not need permission to be more effective

AI tools are not magic, and they are not a replacement for your expertise. But they are remarkably good at solving the hardest part of any writing task: starting from nothing. The prompts in this guide are designed to get you to a solid first draft quickly. Your job is to take that draft and apply what only you know — the organizational context, the personalities involved, the unstated constraints that no AI can see.

Think of AI as a conversation, not a one-shot command. The best results come from iterating: ask, review, push back, refine. Challenge the output. If something looks off or too generic, say so. The prompts below include follow-on questions to help you go deeper.

One rule before you start: treat any public AI tool like an open channel. Sanitize names, contract numbers, client details, and sensitive project information before you type them. If you would not include it in an unclassified contractor email, do not put it in the prompt. The methodology is what you are after, not the specifics.

Pro tip — your input doesn't have to come from a keyboard. When you can't record a meeting for security reasons, try enabling live transcription on your phone during your commute home and talking through what happened while it's still fresh. Paste the raw transcript into your AI tool and ask it to clean up the filler words, then draft a summary or charter from the result. The AI handles the structure; you supply the context that only you were in the room to hear.

**60–90%**

**AI gets you here**  
conquers the blank page

**10–40%**

**You close it**  
judgment · context ·  
priorities

*AI conquers the blank page. You supply what AI cannot know.*

## Tools Referenced

All of the following tools are free to use at a basic level. You do not need budget approval to get started, but you DO need to always keep security in mind!

- ▶ ChatGPT (chatgpt.com) — Free tier available. Excellent general-purpose tool for PM writing tasks.
- ▶ Claude (claude.ai) — Free tier available. Strong for nuanced drafting and iterative conversation.
- ▶ Google Gemini (gemini.google.com) — Free tier available. Well integrated with Google Workspace.
- ▶ Microsoft Copilot – hard to avoid if your org uses Microsoft 365
- ▶ PMI Infinity (pmi.org/infinity) — Included with PMI membership. This is the standout tool for project managers specifically. PMI Infinity is grounded in PMBOK and PMI's published knowledge base, which means the guidance it provides is anchored in the standards your certification is built on. It accepts text and PDFs, so you can feed it actual project documents and get PMBOK-informed guidance back. If you have a PMI membership and have not tried it yet, this is your starting point. PMI sometimes offers free trials and training without needing a membership.

### 01 Project charter

Generate a charter from scattered inputs

### 02 Risk identification

Identify risks from a charter or scope statement

### 03 Status update rewrite

Rewrite a technical update for an executive audience

### 04 Requirements list

Draft from stakeholder meeting notes

### 05 Communication plan

Create an outline for a new project

*Reference guide to the 5 prompts covered in this session*

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## Prompt 1: Project Charter From Chaos

The Problem: You have an email chain, some meeting notes, and a verbal request. Or maybe you drove home from a sensitive meeting you couldn't record, turned on live transcription, and talked through what happened while it was still fresh. Now you need a charter by end of week.

### Core Prompt

*You are a PMP-certified project manager. Based on the content I am about to provide, draft a project charter that includes: objective, scope, key stakeholders, assumptions, constraints, and a high-level timeline. Here is the input: [paste your content]*

### Follow-On Prompts

- ▶ *What assumptions did you make that I should verify with the sponsor?*
- ▶ *Rewrite the scope statement to be tighter — no more than three sentences.*
- ▶ *What information is missing that if provided would make this charter better?*
- ▶ *What risks are implied by this charter that I should add to my risk register?*
- ▶ *This input is a voice transcription from a meeting debrief — there may be filler words and incomplete thoughts. Please clean it up first, then draft the charter from the cleaned version.*
- ▶ *The project sponsor is focused on cost. Reframe the objective section to lead with financial impact.*

What good output looks like: A structured draft with clear sections that you can review and correct. Expect AI to make reasonable assumptions — your job is to validate them against what you actually know.

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## Prompt 2: Risk Identification

The Problem: Risk analysis is important but the blank risk register stares back at you. Getting started is the hardest part.

### Core Prompt

*Review this project description and identify the top 10 risks. For each risk, provide: a brief description, likelihood (High/Medium/Low), impact (High/Medium/Low), and a mitigation strategy. Format the output as a risk register table. Here is the project description: [paste your content]*

### Follow-On Prompts

- ▶ *What risks am I probably not thinking about given this type of project?*
- ▶ *For each High impact risk, expand the mitigation strategy with two or three concrete steps.*
- ▶ *Which of these risks are most likely to compound each other if they occur together?*
- ▶ *Reformat this as a table I can paste into my status report.*

What good output looks like: A populated risk register that covers the obvious risks and surfaces a few you had not considered. You will add the risks that only you know — the unreliable vendor, the stakeholder who always expands scope.

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### **Prompt 3: Stakeholder Communication**

The Problem: The same status update needs to read completely differently for your technical team versus your executive sponsor.

#### **Core Prompt**

*Rewrite this status update for a C-suite audience. Focus on business impact and decisions needed. Eliminate technical jargon. Keep to three bullet points maximum. Here is the original update: [paste your content]*

#### **Follow-On Prompts**

- ▶ *Now rewrite it for the engineering team implementing the solution.*
- ▶ *What questions is an executive likely to ask after reading this? How should I address each one?*
- ▶ *Make it shorter — three bullet points, lead with the bottom line.*
- ▶ *The project is behind schedule. Rewrite this to address that directly without being alarmist.*

What good output looks like: Two clearly different versions of the same information — same facts, completely different framing and tone. This is one of the highest-value AI use cases for PMs.

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### **Prompt 4: Requirements From a Stakeholder Conversation**

The Problem: You have rough notes from a stakeholder meeting. They rambled. Some things were implied. You need structured requirements.

#### **Core Prompt**

*Here are my notes from a stakeholder meeting. Draft a structured requirements list from this content. Separate functional requirements from non-functional requirements. Flag any requirements that seem vague, untestable, or that need clarification. Here are the notes: [paste your notes]*

#### **Follow-On Prompts**

- ▶ *What clarifying questions should I ask this stakeholder in our next meeting?*
- ▶ *Which requirements are most likely to cause scope creep if not tightly defined?*
- ▶ *Group these into Must Have, Should Have, and Nice to Have categories.*
- ▶ *Write acceptance criteria for the top three functional requirements.*

What good output looks like: A structured list that organizes what was said, surfaces what was implied, and flags what still needs definition. You validate everything against what you actually heard in the room.

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## Prompt 5: Communication Plan Outline

The Problem: You know communication planning is important. You also know the blank template is not going to fill itself.

### Core Prompt

*Based on this project description and stakeholder list, draft a communication plan. For each stakeholder group, recommend: what information they need, how often they should receive it, what format works best, and who is responsible for delivering it. Here is my project information: [paste project description and stakeholder list]*

### Follow-On Prompts

- ▶ *What cadence would you recommend for each stakeholder group and why?*
- ▶ *Draft a kickoff email to the project sponsor based on this communication plan.*
- ▶ *What am I missing from this plan given the project complexity and stakeholder count?*
- ▶ *Which stakeholder group is most likely to feel under-informed and how should I address that?*

What good output looks like: A draft communication plan with enough structure to be useful and enough flexibility to adapt to your actual stakeholders. You fill in the organizational nuances AI cannot know.

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## Bonus: Managing Your Career Like a Project

This section came directly from the presentation. The same PM discipline you apply to your projects works on yourself — if you actually use it.

### Resume Tailoring Prompt

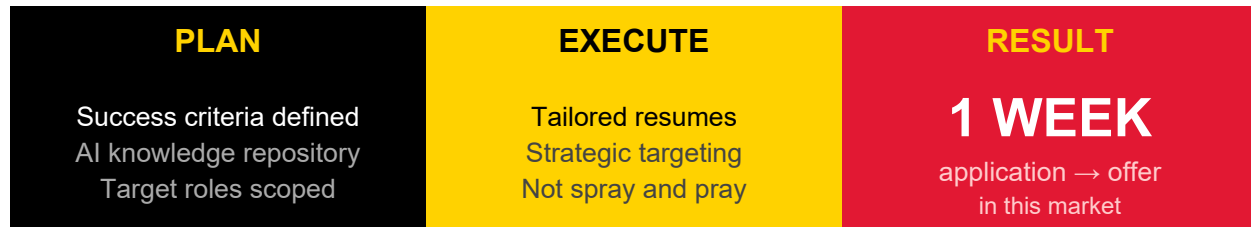
*Here is my professional background: [paste resume or summary]. Here is a job description I am interested in: [paste job description]. Does this role align with my background? Then create a tailored resume that addresses every requirement using my actual experience. Flag anything that seems like a stretch.*

### Interview Preparation Prompt

*Based on this job description and my background, what potential concerns might an interviewer have about my candidacy? For each concern, suggest how I should address it*

*directly and professionally. Here is the job description: [paste]. Here is my background: [paste].*

The result when done right: Application to offer in one week. Full methodology and article available at [stayonline.us](http://stayonline.us).



*PM methodology applied to yourself: define success criteria, build your knowledge base, execute strategically.*



*Full methodology and article at [stayonline.us](http://stayonline.us)*

## A Note on What NOT to Put in a Prompt

Public AI tools are not secure environments. Treat them like an open, unclassified channel. Before you type anything into a prompt, ask yourself: would I include this in a contractor email that could be forwarded to anyone?

- ▶ Sanitize project names, client names, contract numbers, and classified or sensitive details.
- ▶ The methodology is what you are after. Generic project descriptions get you the same quality output as specific ones.
- ▶ Most organizations have an acceptable use or data handling policy that covers AI tools. Check it before you start using AI for work purposes.
- ▶ If your organization has an approved enterprise AI tool, use it for work tasks. Free public tools are excellent for learning and personal productivity.

## About the Author

Dan Stay, PMP (#3022862) has 20+ years of experience in media and live events, plus technology startups, government contracting, and enterprise organizations. He is a PMI Southern Maryland Chapter community leader and speaks on practical AI adoption for project managers.

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