

# Course : AI applied to project management

*Practical course - 1d - 7h00 - Ref. GIN*

*Price : 890 CHF E.T.*

NEW

At the end of this training course, you'll know how to use AI in concrete terms to make your project management more efficient. You'll learn how to use generative AI tools to frame a project, plan tasks, track progress and produce your deliverables. You'll see how to analyze project data and anticipate risks. You'll also discover how AI can stimulate creativity and innovation in your teams. Finally, you'll leave with methods, prompts and a personalized roadmap for sustainably integrating AI into your practices.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Identify the contributions of generative AI at each phase of the project lifecycle
- ✓ Design and adjust effective prompts for the production of project deliverables
- ✓ Select appropriate IA tools for planning, monitoring, communication and analysis
- ✓ Leverage AI to support decision-making and project performance analysis
- ✓ Develop a plan for integrating ethical and sustainable AI into your practice

## Intended audience

Project managers, PMOs, program managers or anyone with a role in project management.

## Prerequisites

Basic knowledge of project management.

## Practical details

### Hands-on work

This highly interactive course is based on an alternation of theoretical input, practical work, discussions, workshops and contextualized case studies.

## Course schedule

### PARTICIPANTS

Project managers, PMOs, program managers or anyone with a role in project management.

### PREREQUISITES

Basic knowledge of project management.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Understand the benefits of AI and formulate effective prompts

- Overview of generative AI tools useful to the project manager (ChatGPT, Copilot, Notion AI, Perplexity...).
- Understand how different AI approaches work and their limitations: Machine Learning, Deep Learning, generative AI, agents.
- Principles of an effective prompt: structure, role, context, objective, expected format.
- Limits, ethics and best practices.

### Exercise

Individual diagnosis: "How am I using (or not using) AI in my projects?"  
Writing and improving prompts. Creation of a prompts library.

## 2 Structuring and planning a project with AI

- La phase de cadrage : analyse de besoins, définition d'objectifs, rédaction de fiches de mission et cahiers des charges.
- La phase de planification : création de WBS, plannings, matrices RACI, gestion des risques, estimation de charges, plans de communication.
- La phase d'exécution/suivi : suivi automatisé, génération de comptes rendus, analyse des indicateurs, reporting, synthèse de réunions...
- La phase de clôture : rédaction de bilans, capitalisation sur les leçons apprises, génération de rapports finaux.

### Hands-on work

Identification des cas d'usages d'IA applicables à son environnement.  
Génération automatisée d'un cahier des charges et d'une matrice des risques.

## 3 Facilitate and optimize project communication with AI

- AI for writing: e-mails, reports, summaries.
- Use meeting transcription and analysis tools.
- Automated creation of communication media.

### Hands-on work

Automatic generation of meeting minutes from a transcript. Design of an automated follow-up dashboard. Automated visual progress report.

## 4 Boost analysis, creativity and project management with AI

- AI for performance analysis (KPIs, anomalies, forecasts).
- Use project data to anticipate drifts and opportunities.
- AI for creativity: ideation, innovation, retrospection.
- Integrate an AI integration strategy into your professional practice.

### Hands-on work

Diagnosis of a drifting project and corrective proposals. AI-assisted brainstorming to improve project management processes. Personal action plan: "How can I sustainably integrate AI into my practice as a project manager?"

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Dates and locations

### REMOTE CLASS

2026 : 12 June, 25 Sep., 11 Dec.