

Effective uses of AI for a PM

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*Please note that future updates of this article will include specific prompt engineering examples.

Purpose

This article contains common use cases for leveraging a variety of AI tools to improve the efficiency and productivity as a Project Manager.

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Types of AI tools

The two main types of AI that can benefit a Project Manager are LLM and Text to Image.

Generative AI using Large Language Model (LLM)

Generative AI using Large Language Models (LLMs) serves as a powerful cognitive partner that automates the heavy lifting of project documentation and stakeholder communication. By processing vast datasets, these models enable you to instantly synthesize meeting notes, draft complex risk assessments, and maintain a consistent flow of information across the project lifecycle.

The Large Language Model (LLM) designed specifically for the Project Management Institute (PMI) is called PMI Infinity which is available to individuals with a subscription.

Text-to-Image Models or Diffusion Models

Text-to-Image or Diffusion Models act as a rapid prototyping engine that translates project concepts into high-fidelity visual assets. This allows you to bypass lengthy design cycles by generating instant mock-ups and visual aids that align stakeholders around a unified vision during the early phases of planning.

Technical Leadership & Architecture

Large Language Models (LLMs) empower Project Managers in Technical Leadership and Architecture by bridging the gap between high-level business requirements and complex technical design. By acting as a "force multiplier," LLMs allow PMs to maintain architectural integrity while accelerating the delivery of critical technical artifacts.

Mine data for analysis (WIP)

Automated Risk & Issue Log Management: Instead of manually updating logs, you can feed the LLM meeting transcripts or developer notes. It can summarize blockers, identify potential risks to the "Go-Live" date, and suggest mitigation strategies based on standard PMBOK project management frameworks.

Rapid User Documentation & Training Material: Creating "How-To" guides for dispatchers is a major time sink. An LLM can ingest your specific Manitou configuration screenshots/notes and draft customized training manuals or

"Cheat Sheets" for your operators in minutes.

Project Management Governance

For project managers, AI-driven governance enhances oversight by automating the monitoring of compliance, data integrity, and policy adherence across all project workstreams. These systems act as a continuous auditing layer, providing real-time alerts on deviations from organizational standards to ensure every deliverable meets regulatory and internal quality benchmarks.

Create Project Documentation

Use Generative AI to create

- RACI matrices
- Communication plans
- Requirements summaries

Step 1 - Upload the project document to Copilot, e.g. OAF

Step 2 - Add the required prompt, be specific.

Step 3 - Review the generated content

Step 4 - Export

Communications & Stakeholder Management

AI-driven communication tools empower project managers to scale personalized engagement by tailoring complex project updates to the specific interests and technical levels of diverse stakeholder groups. By leveraging sentiment analysis and automated drafting, you can proactively address concerns and maintain a consistent, professional narrative that builds trust and alignment across the entire organization.

Summarize Meetings & Extract Information

Use the transcript of a meeting to extract any supporting information.

- Key decisions
- Risks mentioned and assigned owner
- Assigned tasks
- Customer sentiment analysis

Step 1 - Upload the transcript of the meeting to Copilot

Step 2 - Add the required prompt, be specific.

Step 3 - Review the generated content

Step 4 - Export

Email and Chat Management

Use LLM to

- Draft responses using your tone
- Summarize long email threads
- Suggest next steps you should take

Step 1 - Upload the transcript of the meeting to Copilot

Step 2 - Add the required prompt, be specific.

Step 3 - Review the generated content

Step 4 - Export

Prep for a challenging meeting by simulating potentially challenging questions (WIP)

AI roleplay platforms provide a risk-free "sandbox" where you can rehearse high-stakes stakeholder interactions and practice maintaining composure under pressure. By simulating resistant team members or skeptical executives, these models help you anticipate difficult questions and refine your responses to ensure a calm, confident delivery in the

actual meeting.

Personal Development

AI serves as a personalized leadership coach for project managers by identifying skill gaps and curating tailored learning paths based on evolving industry standards and project demands. These tools can also simulate difficult stakeholder conversations or performance reviews, providing a safe environment to refine your soft skills and emotional intelligence before high-stakes interactions.

Identify OKRs aligned to a specific business objective (WIP)

Provide a 30, 60 and 90 day strategy to improve development opportunities (WIP)
