

PROMPT LIBRARY

78 ChatGPT Prompts for Project Management

Battle-tested prompt templates for planning, scheduling, risk management, stakeholder communication, agile delivery, budgeting, and team leadership — copy, adapt, and run better projects.

78

PROMPT TEMPLATES

15+

PM CATEGORIES

1

COPY & RUN GUIDE

Getting useful output from ChatGPT comes down to one thing: the prompt.

Vague inputs produce generic plans, boilerplate reports, and wasted back-and-forths. This guide cuts through that with 78 battle-tested ChatGPT prompts for project management — covering initiation, planning, scheduling, risk, budgeting, agile delivery, stakeholder management, team leadership, and closure. Copy them, adapt the bracketed placeholders to your project, and run tighter projects.

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01**INITIATION****Project charter & scope definition**

Act as a senior project manager. I'm starting a new project: [project name/description]. Stakeholders include [list key stakeholders], and the estimated timeline is [duration]. Help me draft a project charter that includes:

- Project purpose and business case
- Clear objectives and success criteria (SMART format)
- Scope statement – what's in scope and explicitly out of scope
- Key deliverables with brief descriptions
- High-level milestones and target dates
- Assumptions and constraints
- Key stakeholders and their roles (RACI-style)

Keep it concise enough for executive sign-off – one to two pages. Flag any gaps in the information I've given you that I should clarify before finalizing.

02**PLANNING****Work breakdown structure (WBS) builder**

You are a project planning expert. My project is [project name/description] with the main deliverable of [primary deliverable]. Key phases are [list phases, e.g., discovery, design, build, test, launch]. Build a work breakdown structure that:

- Breaks the project into phases, then deliverables, then tasks (3 levels deep)
- Assigns a unique WBS code to each item (e.g., 1.1, 1.1.1)
- Estimates effort or duration for each task in [hours/days]
- Flags dependencies between tasks
- Identifies which tasks are on the likely critical path
- Notes any tasks that seem underspecified and need more detail from me

Present it as a structured table I can import into [Excel / MS Project / Asana / Jira].

03**SCHEDULING****Project schedule & critical path analysis**

Act as a scheduling specialist. I have the following tasks with durations and dependencies: [list tasks, durations, and predecessor tasks]. Build me a project schedule that:

- Sequences tasks based on dependencies
- Calculates early start, early finish, late start, late finish for each task
- Identifies the critical path and total project duration
- Flags tasks with float/slack and how much
- Highlights any resource conflicts if the same person is assigned overlapping tasks
- Suggests where fast-tracking or crashing could shorten the timeline, with tradeoffs

Present the schedule as a table, and describe how it would look as a Gantt chart.

04

RISK MANAGEMENT

Risk register & mitigation plan

Act as a risk management consultant. My project is [project name/description], currently in the [phase] phase. Known concerns include [list concerns, e.g., vendor delays, unclear requirements, budget constraints].

Build a risk register that:

Identifies at least 12 potential risks across categories (technical, schedule, budget, resource, external, stakeholder)

Rates each risk's probability and impact (High/Medium/Low)

Calculates a risk score and ranks risks by priority

Proposes a mitigation strategy for each high-priority risk

Assigns a risk owner role (e.g., PM, tech lead, sponsor)

Suggests a contingency plan for the top 3 risks

Present it as a table with columns: Risk, Category, Probability, Impact, Score, Mitigation, Owner, Contingency.

05

STAKEHOLDER MANAGEMENT

Stakeholder communication plan

You are a stakeholder engagement expert. My project involves these stakeholders: [list stakeholders and their interest/influence level].

Create a communication plan that:

Maps each stakeholder by influence and interest (power/interest grid)

Recommends a communication approach per stakeholder group (manage closely, keep satisfied, keep informed, monitor)

Specifies frequency and channel for updates (e.g., weekly email, biweekly steering committee, daily standup)

Drafts a status update template suitable for executive stakeholders

Flags stakeholders who may need extra attention due to competing priorities or resistance

Suggests escalation paths for unresolved conflicts

Keep recommendations practical for a team of [team size].

06

BUDGET MANAGEMENT

Budget estimation & cost tracking

Act as a project cost controller. My project has the following scope: [describe scope], estimated team of [roles and headcount], and duration of [timeframe].

Help me build a budget that:

Breaks down costs by category (labor, tools/software, vendors, contingency, overhead)

Estimates labor cost using [hourly rate / salary basis] per role

Adds a contingency reserve of [X]% and explains the reasoning

Creates a cost baseline by phase or month

Recommends a method for tracking actual vs. planned spend (EVM basics: PV, EV, AC, CPI, SPI)

Flags where costs are most likely to overrun and why

Present as a structured budget table plus a short narrative summary.

07

RESOURCE MANAGEMENT

Resource allocation & capacity planning

You are a resource management specialist. My team consists of [list roles and number of people], working across [number] concurrent projects/initiatives.
Help me with:

A capacity plan showing available hours per person per week/sprint
Allocation of team members to tasks based on skill fit and availability
Identification of over-allocated or under-utilized resources
Recommendations for resolving resource conflicts (reassign, hire, extend timeline, deprioritize)
A simple resource utilization dashboard structure (columns/metrics to track)
Early warning indicators that signal we're heading toward burnout or bottlenecks

Present the allocation as a table by person, task, and week.

08

REPORTING

Weekly project status report

Act as a project manager writing a status update. Project: [project name]. This period's key facts: [completed tasks, in-progress tasks, blockers, upcoming milestones, budget/schedule status].
Draft a status report that includes:

Overall project health (Green/Yellow/Red) with a one-line justification
Key accomplishments this period (3-5 bullets)
Upcoming priorities for next period
Risks/issues requiring attention, with recommended actions
Schedule and budget variance summary
A clear "decisions needed from leadership" section if applicable

Keep it scannable for a busy executive – bullet-first, no fluff, under 300 words.

09

AGILE & SCRUM

Sprint planning assistant

Act as an agile coach. My team is planning Sprint [number] with a velocity of [story points] and a backlog of [list backlog items with rough sizes].
Help me plan the sprint by:

Recommending which backlog items to pull in based on velocity and priority
Flagging any items that are too large or vague to be sprint-ready (need refinement)
Drafting a sprint goal statement in one sentence
Identifying dependencies between selected items
Suggesting how to balance new feature work vs. tech debt/bugs
Listing risks that could threaten sprint completion

Present the sprint backlog as a table: Item, Points, Owner, Dependency, Risk.

10

AGILE & SCRUM

Retrospective facilitation guide

You are an experienced Scrum Master. My team just finished Sprint/Phase [number/name]. Context: [what went well, what didn't, any incidents].
Design a retrospective session that:

Opens with an icebreaker appropriate for a [remote/in-person] team of [size]
Uses a structured format (e.g., Start-Stop-Continue, 4Ls, Mad-Sad-Glad) – recommend the best fit and explain why
Includes 5-7 guiding questions to surface honest feedback
Provides a method for prioritizing which improvement actions to commit to
Suggests how to turn insights into 2-3 concrete, owned action items
Recommends how to track whether those actions actually get implemented next sprint

Keep the session to 45-60 minutes.

11

AGILE & SCRUM

Daily standup optimization

Act as an agile team facilitator. My team's daily standups currently run [current length] and tend to [describe problem, e.g., turn into status theater, run long, lack focus]. Help me redesign the standup by:

- Diagnosing the likely root causes of the current problems
- Proposing a tighter format (question set, time-box, speaking order)
- Suggesting how to handle blockers without derailing the meeting
- Recommending async alternatives for distributed teams
- Providing a sample script for a facilitator to keep things on track
- Listing signs the standup is working well vs. still failing

Keep total meeting time under [X] minutes.

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CHANGE MANAGEMENT

Scope creep detection & change control

You are a change control expert. My project's original scope was [describe original scope]. Recently, [describe new requests or changes].

Help me manage this by:

- Assessing whether each new request is truly scope creep or a legitimate scope adjustment
- Estimating the schedule, cost, and resource impact of accepting each change
- Drafting a formal change request document for the most significant item
- Recommending criteria for a lightweight change control process going forward
- Suggesting language for pushing back on low-value requests diplomatically
- Identifying who should have final approval authority for changes of different sizes

Provide the change request as a fillable template.

13

TEAM MANAGEMENT

Project kickoff meeting agenda

Act as a project facilitator. I'm kicking off [project name] with a team of [roles/people] and stakeholders including [list].

Build a kickoff meeting agenda that:

- Opens with project purpose and success criteria (5 min)
- Covers roles, responsibilities, and RACI at a high level (10 min)
- Walks through timeline, milestones, and key dependencies (15 min)
- Reviews communication norms and tools (Slack, Jira, meeting cadence)
- Opens the floor for risks, concerns, or questions
- Closes with clear next steps and owners

Provide time allocations for a [total meeting length] session and a short pre-read to send beforehand.

14

TEAM MANAGEMENT

Team performance & conflict resolution

Act as a people-focused project manager. On my team, [describe the situation – e.g., two members disagree on approach, one member is consistently missing deadlines, morale is low]. Help me by:

- Diagnosing likely underlying causes (not just symptoms)
- Drafting talking points for a private 1:1 conversation
- Suggesting a fair, non-confrontational way to address the issue in a team setting if needed
- Recommending process changes that could prevent recurrence
- Proposing how to document the conversation and follow-up plan professionally
- Flagging when this issue should be escalated to HR or above my authority

Keep the tone constructive and focused on outcomes, not blame.

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TEAM MANAGEMENT

RACI matrix generator

You are an organizational design consultant. My project has these workstreams/deliverables: [list], and team members: [list names/roles]. Build a RACI matrix that:

- Assigns Responsible, Accountable, Consulted, Informed for each deliverable
- Ensures every deliverable has exactly one Accountable owner
- Flags deliverables with too many "Responsible" parties (accountability dilution)
- Flags deliverables with no clear owner
- Highlights roles that appear overloaded across too many items
- Suggests how to communicate the matrix to the team without it feeling bureaucratic

Present as a table: Deliverable, R, A, C, I.

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QUALITY MANAGEMENT

Quality assurance & acceptance criteria

Act as a QA-focused project manager. My deliverable is [describe deliverable, e.g., a mobile app feature, a marketing campaign, a client report]. Help me define:

- Clear acceptance criteria for each major component, written in a testable format
- A quality checklist to be used before sign-off
- Who should review/approve at each stage (peer, QA, client, stakeholder)
- Common failure points for this type of deliverable, based on similar past projects
- A lightweight process for logging and triaging defects/issues found
- Definition of Done for the overall deliverable

Present the acceptance criteria as a table: Component, Criteria, Reviewer, Status.

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VENDOR MANAGEMENT

Vendor & procurement management

You are a procurement and vendor management expert. My project requires [describe what needs to be procured – services, software, contractors]. Help me with:

- A vendor evaluation scorecard with weighted criteria (cost, quality, reliability, timeline fit)
- Key questions to ask in vendor discovery calls
- Red flags to watch for during vendor selection
- A checklist for what should be included in the SOW/contract
- Recommendations for setting up vendor performance tracking during the engagement
- A plan for what to do if the vendor underperforms mid-project

Present the scorecard as a table with weighted scoring columns.

18

CLOSURE

Project post-mortem / lessons learned

Act as a project retrospective facilitator. My project [project name] just closed. Summary: [brief summary of outcome – on time/late, on budget/over, quality result].

Help me write a post-mortem that covers:

- Project objectives vs. actual outcomes
- What went well and why (root causes, not just events)
- What didn't go well and the root causes
- Three to five specific, actionable lessons for future projects
- Process or tooling changes worth institutionalizing
- Recognition of team contributions worth calling out

Format it as a document suitable for sharing with leadership and archiving for future project teams.

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CLOSURE

Project closure checklist

You are a PMO specialist. My project [project name] is wrapping up in [timeframe].

Build a closure checklist that covers:

- Confirmation all deliverables meet acceptance criteria
- Final budget reconciliation steps
- Documentation to archive (contracts, requirements, decisions log)
- Team release/reassignment planning
- Client/stakeholder sign-off requirements
- Knowledge transfer steps for ongoing support or maintenance

Present as a checklist grouped by category with an owner and due date column.

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PLANNING

Milestone tracker & dependency mapper

Act as a project scheduler. My project has these milestones: [list milestones with target dates] and these known dependencies: [list dependencies].

Build a tracker that:

- Lists each milestone with owner, target date, and status
- Maps upstream and downstream dependencies for each milestone
- Flags milestones at risk based on current progress
- Recommends buffer placement around high-risk dependencies
- Suggests a visual format (timeline/roadmap) to communicate this to stakeholders
- Identifies which milestone slip would most damage the overall timeline

Present as a table plus a short narrative on the top 2 risks.

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TEAM MANAGEMENT

Meeting efficiency audit

You are a productivity consultant. My team currently has these recurring meetings: [list meetings, frequency, attendees, duration].

Audit this meeting load and:

- Flag meetings that could be shortened, merged, or eliminated
- Identify attendees who may not need to be in certain meetings
- Recommend which meetings should become async updates instead
- Suggest a lighter-weight meeting cadence for a team this size
- Estimate total hours saved per week/month if recommendations are adopted
- Provide a short message I can send the team explaining the changes

Be specific and practical, not generic productivity advice.

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PLANNING

Project prioritization framework

Act as a portfolio management advisor. I have these competing initiatives: [list initiatives with brief descriptions] and limited capacity of [team size/budget].

Help me prioritize by:

Recommending a prioritization framework best suited to my situation (RICE, MoSCoW, weighted scoring, etc.) and why

Scoring each initiative against that framework

Ranking initiatives from highest to lowest priority

Flagging any initiatives that are dependencies for others and should be sequenced accordingly

Identifying quick wins vs. long-term strategic bets

Drafting a one-paragraph rationale I can share with leadership for the final prioritization

Present scores as a table.

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RISK MANAGEMENT

Issue log & escalation management

Act as a project controls expert. My project currently has these open issues: [list issues, severity, and how long they've been open].

Help me build an issue management approach that:

Categorizes each issue by severity and urgency

Assigns a clear owner and target resolution date

Flags issues that should be escalated, and to whom

Recommends an escalation path (team lead → PM → sponsor → steering committee)

Suggests SLAs for how quickly different severity issues should be addressed

Identifies any recurring issue patterns that point to a systemic root cause

Present as a table: Issue, Severity, Owner, Status, Escalation Level, Target Date.

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STAKEHOLDER MANAGEMENT

Cross-functional dependency coordination

You are a program manager coordinating across teams. My project depends on outputs from these other teams: [list teams and what's needed from each].

Help me:

Map each dependency with what's needed, by when, and current status

Draft a request message to each team lead that's clear and easy to say yes to

Identify dependencies most at risk of slipping and why

Recommend a lightweight cross-team sync cadence

Suggest how to build in buffer for dependencies outside my direct control

Propose an escalation approach if a dependent team is unresponsive

Present the dependency map as a table: Dependency, Owning Team, Needed By, Status, Risk Level.

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TEAM MANAGEMENT

Onboarding new team members mid-project

Act as a project manager onboarding a new team member. The project is [project name], currently in [phase]. The new hire's role is [role].

Create an onboarding plan that:

Summarizes the project context they need on day one (goals, status, key decisions made)

Lists documents/tools they need access to, in priority order

Identifies who they should meet in their first week and why

Assigns a low-risk first task to build confidence and context

Sets expectations for check-in cadence during their ramp-up period

Flags common pitfalls new members hit joining a project mid-stream

Present as a first-week schedule/checklist.

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AGILE & SCRUM

Agile estimation & story pointing

Act as an agile estimation coach. My team is estimating this backlog: [list user stories/tasks]. Team experience level: [junior/mixed/senior]. Help me run an estimation session that:

Recommends the best estimation technique for this team (Planning Poker, T-shirt sizing, affinity mapping) and why

Provides reference stories to anchor point values (e.g., what a "3" looks like vs. a "8")

Flags stories that are too vague to estimate and need refinement first

Suggests how to handle large disagreements in estimates between team members

Recommends when to split a story that's estimated too large for one sprint

Proposes how to track estimation accuracy over time to improve future planning

Present the final estimates as a table: Story, Estimate, Confidence Level, Notes.

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AGILE & SCRUM

Epic and user story writer

You are a product-minded project manager. My feature idea is: [describe feature/initiative] for [target user/persona].

Help me break this down by:

Writing a clear epic description with business value

Breaking the epic into 5-8 user stories in "As a [user], I want [goal], so that [benefit]" format

Writing acceptance criteria for each story (Given/When/Then format)

Flagging stories with hidden complexity that may need technical spikes first

Sequencing stories in a logical delivery order

Identifying which stories could be an MVP vs. later enhancements

Present as a structured backlog table: Story, Acceptance Criteria, Priority, Notes.

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PLANNING

Program-level roadmap builder

Act as a program manager. I'm managing multiple related projects: [list projects with brief descriptions and target completion windows].

Build a program roadmap that:

Sequences projects based on dependencies and shared resources

Identifies where projects compete for the same people or budget

Groups projects into logical themes or quarters

Flags the riskiest project in the portfolio and why

Recommends a cadence for program-level status reviews

Suggests how to visually represent this roadmap for an executive audience

Present as a quarter-by-quarter table with project, owner, and dependency notes.

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TEAM MANAGEMENT

Remote/distributed team coordination

You are an expert in managing distributed teams. My team spans [list locations/time zones] with [team size] members.

Help me design a coordination approach that:

- Identifies overlapping working hours across time zones for real-time collaboration
- Recommends which activities should be synchronous vs. asynchronous
- Suggests documentation practices to reduce dependency on live meetings
- Proposes a communication tool stack and how each tool should be used
- Flags common failure modes for distributed teams (context loss, timezone fatigue, uneven visibility)
- Recommends how to keep remote team members included in informal decision-making

Keep recommendations specific to a team this size and spread.

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BUDGET MANAGEMENT

Project budget variance analysis

Act as a financial analyst supporting a project. Planned budget: [amount], actual spend to date: [amount], percent complete: [X]%.

Analyze this by:

- Calculating cost variance (CV) and schedule variance (SV) using earned value basics
- Calculating CPI and SPI and interpreting what they mean in plain language
- Forecasting estimate at completion (EAC) using at least two methods
- Identifying the most likely drivers of variance based on the inputs given
- Recommending corrective actions if the project is trending over budget or behind schedule
- Drafting a short variance explanation suitable for a finance stakeholder

Show the calculations, not just the conclusions.

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STAKEHOLDER MANAGEMENT

Client-facing project proposal

Act as a client services project manager. I'm proposing a project to a client: [describe project, client industry, and their stated goals].

Draft a proposal that includes:

- An executive summary framed around the client's business outcomes, not just deliverables
- A phased approach with timeline estimates
- Roles and responsibilities split between our team and the client's team
- Pricing structure options (fixed fee, time & materials, retainer) with pros/cons for this engagement
- Assumptions and risks the client should be aware of upfront
- A clear "what we need from you" section to set expectations

Keep the tone confident and consultative, avoiding overpromising.

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QUALITY MANAGEMENT

Definition of Ready / Definition of Done builder

You are an agile delivery expert. My team works on [type of work, e.g., software features, content deliverables, design assets].

Help me define:

- A Definition of Ready checklist – what must be true before work starts
- A Definition of Done checklist – what must be true before work is considered complete
- How these definitions should differ (if at all) for different work types (bugs, features, spikes)
- How to handle work that's "done" but doesn't meet the definition (partial credit, carry-over)
- How to get team buy-in on these definitions rather than imposing them top-down
- A lightweight way to audit adherence over the next few sprints

Present both checklists in a ready-to-share format.

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RISK MANAGEMENT

Contingency & buffer planning

Act as a schedule risk expert. My project timeline is [duration] with these high-uncertainty areas: [list uncertain tasks/phases].

Help me build in appropriate contingency by:

Recommending where to place schedule buffers (task-level vs. project-level/critical chain style)
 Suggesting an appropriate buffer size based on the uncertainty described
 Distinguishing which risks warrant a schedule buffer vs. a budget contingency vs. a scope contingency
 Proposing rules for when buffer can be consumed vs. when it signals a real problem
 Recommending how to communicate buffers to stakeholders without it being seen as "padding"
 Suggesting a way to track buffer consumption over the project lifecycle

Present recommendations with rationale, not just numbers.

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REPORTING

Project health dashboard design

Act as a PMO reporting specialist. I need a dashboard to track project health for [project name or portfolio].

Design a dashboard that:

Recommends the top 6-8 metrics to track (schedule, budget, scope, risk, quality, team health)
 Specifies how each metric should be calculated and its data source
 Proposes RAG (Red/Amber/Green) thresholds for each metric with clear rationale
 Suggests visual layout (what goes top-left/priority position vs. supporting detail)
 Recommends update frequency for each metric
 Flags metrics that are commonly gamed or misleading, and how to guard against that

Present as a spec table: Metric, Calculation, Data Source, Threshold, Frequency.

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STAKEHOLDER MANAGEMENT

Difficult stakeholder conversation scripting

Act as an executive communications coach. I need to have a difficult conversation with [stakeholder role] about [issue – e.g., missed deadline, budget overrun, scope disagreement].

Help me prepare by:

Outlining the key message in one to two sentences (lead with the headline)
 Drafting an opening that's direct but not defensive
 Anticipating likely pushback or questions and how to respond
 Suggesting what data/evidence I should have ready to support my points
 Proposing a constructive next-step ask to end the conversation on
 Flagging tone pitfalls to avoid given the stakeholder's likely perspective

Provide this as a short talking-points script, not a full essay.

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RESOURCE MANAGEMENT

Multi-project resource conflict resolution

You are a resource management arbitrator. Two projects need the same person: [name/role] for [describe the conflicting needs and timing].

Help me resolve this by:

Laying out the tradeoffs of each project getting priority access
 Recommending objective criteria for deciding priority (strategic value, deadline hardness, dependency chains)
 Proposing options beyond a binary choice (partial allocation, timeline shift, temporary backfill)
 Drafting a message to both project sponsors explaining the situation and proposed resolution
 Suggesting how to prevent this type of conflict from recurring
 Identifying who has authority to make the final call if I can't resolve it myself

Present the tradeoffs as a simple comparison table.

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TEAM MANAGEMENT

New PM onboarding to an existing project

Act as a project management mentor. I'm taking over an in-flight project: [project name], previously managed by [prior PM/context], currently in [phase].
Help me build a transition plan that:

Lists the key documents and artifacts I need to review first (charter, schedule, risk log, budget)
Provides a list of questions to ask the outgoing PM or team
Suggests how to introduce myself to the team and stakeholders without causing anxiety about the change
Recommends a 30/60/90-day approach to assessing and adjusting the project
Flags common risks when taking over a project mid-stream (hidden issues, undocumented decisions, team trust)
Proposes how to identify what NOT to change immediately

Present as a structured transition checklist.

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SCHEDULING

Timeline recovery plan for delayed projects

Act as a project recovery specialist. My project [project name] is currently [X days/weeks] behind schedule due to [reason].
Help me build a recovery plan that:

Diagnoses whether this is a one-time delay or a systemic pace problem
Identifies which remaining tasks are true critical path vs. flexible
Evaluates options: fast-tracking, crashing, scope reduction, or resetting the deadline – with pros/cons of each
Recommends the most realistic recovery approach given the cause of delay
Drafts a message to stakeholders explaining the delay and recovery plan without eroding confidence
Proposes checkpoints to verify the recovery plan is working

Be direct about tradeoffs – don't sugarcoat unrealistic recovery options.

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PLANNING

Requirements gathering & elicitation

Act as a business analyst supporting project planning. The project is [project name], and stakeholders include [list stakeholders].
Help me gather requirements by:

Drafting a set of discovery questions tailored to each stakeholder group
Recommending elicitation techniques best suited to this project (interviews, workshops, surveys, document analysis)
Proposing a format for documenting functional vs. non-functional requirements
Flagging common requirement-gathering pitfalls (leading questions, assuming solutions, missing edge cases)
Suggesting how to validate requirements with stakeholders before development starts
Recommending how to handle conflicting requirements from different stakeholders

Present the discovery questions grouped by stakeholder.

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RISK MANAGEMENT

Project risk simulation (what-if scenarios)

Act as a risk analyst. My project timeline is [duration] and budget is [amount]. I want to stress-test it against these scenarios: [list scenarios, e.g., key team member leaves, vendor delivers late, scope increases by 20%].

For each scenario:

Estimate the likely schedule impact

Estimate the likely budget impact

Identify secondary/cascading effects on other parts of the project

Recommend a mitigation or response plan specific to that scenario

Rate overall project resilience against that scenario (Low/Medium/High)

Suggest one early warning indicator that would signal the scenario is starting to unfold

Present as a scenario table: Scenario, Schedule Impact, Budget Impact, Mitigation, Early Warning Sign.

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TEAM MANAGEMENT

Project team charter & working agreements

You are a team effectiveness coach. My new project team consists of [roles/people], working in [remote/hybrid/in-person] format.

Help me draft a team charter that covers:

Team purpose and how it connects to project goals

Working hours and response-time expectations

Decision-making norms (who decides what, and how disagreements get resolved)

Communication channel guidelines (what goes in Slack vs. email vs. meetings)

Meeting norms (cameras on/off, agenda requirements, note-taking ownership)

How the team will give and receive feedback to each other

Present as a one-page document the team can co-sign or adapt.

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VENDOR MANAGEMENT

Vendor/contractor performance review

Act as a vendor management specialist. We've been working with [vendor name] for [duration] on [scope of work]. Performance has been [describe – mixed, strong, concerning] in these areas: [list].

Help me conduct a performance review by:

Structuring an evaluation across quality, timeliness, communication, and cost adherence

Drafting specific, evidence-based feedback for underperforming areas

Recommending whether to continue, renegotiate, or exit the relationship

Proposing improvement commitments to request if continuing

Drafting talking points for the review conversation

Suggesting metrics to track going forward to catch issues earlier next time

Present the evaluation as a scorecard with narrative comments.

43

TEAM MANAGEMENT

Cross-cultural project team management

You are an expert in cross-cultural team leadership. My team includes members from [list cultures/regions/backgrounds], working on [project name].

Help me by:

Flagging likely differences in communication style, hierarchy expectations, and meeting norms across the represented cultures

Recommending adjustments to how I run meetings and give feedback to be inclusive

Suggesting how to create psychological safety for team members less likely to speak up in group settings

Proposing how to handle holidays/time-off norms that differ by region

Identifying potential miscommunication risks specific to this team composition

Recommending how to build trust and rapport across the team early on

Keep recommendations practical, not stereotyping – frame as tendencies to watch for, not rules.

44

REPORTING

Executive steering committee presentation

Act as a PM preparing for a steering committee review. Project: [project name]. Current status: [schedule/budget/scope health]. Key decisions needed: [list].

Help me build a presentation that:

Opens with a one-slide executive summary (status, key wins, key risks, decisions needed)

Structures a slide on progress against milestones with clear visuals

Structures a slide on budget/schedule variance with plain-language explanation

Structures a slide on top 3 risks and mitigation status

Ends with a clear "asks" slide – decisions, resources, or approvals needed from the committee

Anticipates 3-5 likely questions from the committee and how I should answer them

Keep it to 5-6 slides total, exec-level, not detail-heavy.

45

RESOURCE MANAGEMENT

Task delegation & workload balancing

Act as a workload management coach. My team has these open tasks: [list tasks] and team members with current capacity: [list people and rough current load].

Help me delegate by:

Matching tasks to people based on skill fit and current capacity

Flagging any team member who's overloaded and needs relief

Identifying tasks that are good stretch/growth opportunities for specific people

Recommending how to phrase delegation so it's clear on ownership and expectations

Suggesting a check-in cadence appropriate to each task's complexity

Proposing what to do with tasks that don't clearly fit anyone's current capacity

Present as a table: Task, Assignee, Rationale, Check-in Cadence.

46

PLANNING

Project templates & documentation standardization

You are a PMO process consultant. My organization currently lacks standard templates for [list gaps, e.g., project charters, status reports, risk logs].

Help me by:

- Recommending which templates are highest priority to standardize first
- Outlining the essential sections each template should include
- Suggesting how to make templates lightweight enough that teams will actually use them
- Proposing a rollout plan for introducing these templates without overwhelming teams
- Recommending how to measure whether standardization is actually improving project outcomes
- Flagging common mistakes organizations make when standardizing PM processes (over-engineering, no ownership, no training)

Present recommendations as a prioritized rollout plan.

47

STAKEHOLDER MANAGEMENT

Handling scope negotiation with a difficult client

Act as a client relationship manager. My client on [project name] is requesting [describe request] that falls outside the agreed scope, and the relationship is currently [describe tension level].

Help me by:

- Assessing whether to accommodate, negotiate, or firmly decline the request
- Drafting language that acknowledges their need while protecting the project
- Proposing a "yes, and" alternative (e.g., phase 2, paid change order, scope swap)
- Preparing responses to likely pushback
- Recommending how to document this exchange to protect against future disputes
- Suggesting how to repair the relationship if tension is already high

Keep the drafted language professional and relationship-preserving.

48

RISK MANAGEMENT

Building a project RAID log

Act as a project controls specialist. My project is [project name], currently in [phase]. Help me build a RAID log (Risks, Assumptions, Issues, Dependencies) that:

- Captures at least 5 items in each category based on the project context I've given
- Assigns an owner and status to each item
- Distinguishes clearly between a risk (might happen) and an issue (already happening)
- Flags assumptions that are risky if they turn out to be wrong
- Cross-references dependencies with the risks they could trigger
- Recommends a review cadence for keeping the RAID log current

Present as a single table with a Type column (Risk/Assumption/Issue/Dependency).

49

PLANNING

Innovation/pilot project proposal

Act as an internal innovation consultant. I want to propose a pilot project: [describe the idea] to test [hypothesis/opportunity].

Help me draft a pilot proposal that:

- States the hypothesis being tested and how we'll know if it's validated
- Defines a minimal scope that still produces a meaningful signal
- Proposes success metrics and a clear go/no-go threshold
- Estimates resources and timeline needed, kept intentionally lean
- Identifies risks specific to piloting something unproven
- Recommends what a successful pilot should lead to next (scale, iterate, or kill)

Keep the proposal to one page, framed for a skeptical budget approver.

50

SCHEDULING

Managing project dependencies across time zones

Act as a global project scheduler. My project has workstreams in [list locations/time zones] with a critical handoff between [team A] and [team B].

Help me by:

Mapping out the working-hour overlap (or lack thereof) between the relevant teams
 Identifying where async handoffs are causing (or will cause) delay
 Recommending schedule buffer specifically for timezone-driven handoff delays
 Proposing a "follow the sun" workflow if applicable
 Suggesting documentation standards that reduce the need for real-time clarification
 Flagging the riskiest handoff point in the current plan

Present the timezone overlap and handoff plan as a simple visual/table description.

51

CLOSURE

Post-implementation review & benefits realization

Act as a benefits realization specialist. My project [project name] delivered [describe outcome] [X months] ago, with original projected benefits of [list projected benefits].

Help me assess by:

Structuring a framework to measure actual vs. projected benefits
 Identifying what data I'd need to gather to make this assessment credible
 Distinguishing benefits that are measurable now vs. those that take longer to materialize
 Recommending how to present a shortfall in benefits without it reading as project failure
 Proposing follow-up actions if benefits are lagging (additional adoption support, process fixes)
 Suggesting how this review should inform future project business cases

Present as a structured benefits realization report outline.

52

PLANNING

Building a project management maturity self-assessment

You are a PMO maturity assessor. My team/organization currently manages projects using [describe current practices – informal, ad hoc, some tools, etc.].

Help me by:

Creating a self-assessment across key dimensions (planning, risk, communication, resource management, reporting, tooling)
 Rating typical maturity levels (1-5) with a description of what each level looks like in practice
 Helping me identify where my organization likely falls today based on what I've described
 Recommending the highest-leverage next step to improve maturity (not a full overhaul)
 Flagging common mistakes organizations make trying to "mature" too fast
 Suggesting how to make the business case for investing in PM maturity improvements

Present as a self-assessment table with level descriptions.

53

STAKEHOLDER MANAGEMENT

Managing a project through leadership change

Act as an organizational change advisor. My project's [sponsor/key stakeholder] is being replaced by [new person/unknown], mid-project.

Help me by:

Identifying what information the new stakeholder will need to get up to speed quickly
 Drafting a briefing document summarizing project status, decisions made, and open items
 Recommending how to re-establish priorities and expectations with the new stakeholder
 Flagging risks of previous commitments being questioned or reversed
 Suggesting how to protect team morale during the transition
 Proposing how to use this moment to renegotiate anything that wasn't working before

Present the briefing document as a structured one-pager.

54

RESOURCE MANAGEMENT

Time tracking & productivity insights

Act as a project analytics consultant. My team logs time against tasks, and I have this data: [describe data – hours by task/person/week]. Help me analyze it by:

- Identifying where actual time spent diverges significantly from estimates
- Flagging tasks or task types that consistently take longer than planned
- Identifying team members who may be over- or under-utilized based on the data
- Recommending how to use this data to improve future estimates
- Cautioning against using this data punitively and suggesting a constructive framing
- Proposing 2-3 process changes the data suggests would help

Present findings as a short data-driven summary with specific numbers referenced.

55

REPORTING

Building a decision log

Act as a project governance specialist. My project [project name] has made several key decisions recently: [list decisions with brief context]. Help me build a decision log that:

- Documents each decision, the context/options considered, and the rationale
- Records who made or approved the decision and when
- Flags any decisions that are reversible vs. hard to undo
- Identifies decisions that should be revisited if certain conditions change
- Recommends a format that's fast to update in the moment without becoming a burden
- Suggests how this log helps prevent re-litigating settled decisions later

Present as a table: Decision, Date, Context, Options Considered, Rationale, Owner, Reversible?

56

SCHEDULING

Managing a fixed-deadline, immovable project

Act as a delivery expert under hard constraints. My project has a fixed, non-negotiable deadline of [date] with scope of [describe scope] and current team of [size]. Help me by:

- Assessing whether the current scope is realistically achievable by that date
- Identifying what levers I actually control (scope, resources, quality bar) since time is fixed
- Recommending a phased/MVP approach to guarantee something ships on time
- Proposing what should be explicitly cut or deferred if we're at risk
- Drafting a message to stakeholders setting expectations early rather than surprising them later
- Suggesting how to build in checkpoints to catch slippage early enough to act

Be blunt about tradeoffs – this is a fixed-deadline scenario, not a flexible one.

57

CHANGE MANAGEMENT

Change management & user adoption planning

Act as an organizational change management specialist. My project will introduce [describe change – new tool, process, system] to [affected group, e.g., 200 employees across 3 departments]. Help me build an adoption plan that:

- Identifies likely sources of resistance and why
- Segments the affected group by readiness (champions, neutral, resistant)
- Recommends a communication sequence (what to say, when, to whom) leading up to launch
- Proposes training/enablement approach appropriate to the change's complexity
- Suggests how to identify and empower change champions within the affected group
- Recommends adoption metrics to track post-launch and what "success" looks like at 30/60/90 days

Present as a phased adoption timeline with owners.

58

RISK MANAGEMENT

Building a project risk appetite statement

Act as a governance advisor. My organization/project sponsor has [describe risk tolerance – conservative, moderate, aggressive] appetite, and the project involves [describe nature of the work]. Help me draft a risk appetite statement that:

- Defines what level of schedule risk is acceptable vs. unacceptable
- Defines what level of budget risk is acceptable vs. unacceptable
- Specifies risk categories that require automatic escalation regardless of size (e.g., legal, safety, reputational)
- Clarifies decision authority – what risk level a PM can accept alone vs. needs sponsor sign-off
- Provides examples of risks that would fall into each appetite tier
- Recommends how to revisit this statement if project conditions change significantly

Present as a short reference document the team can use to self-triage risks.

59

RISK MANAGEMENT

Facilitating a project pre-mortem

Act as a pre-mortem facilitator. My project [project name] is about to kick off, with the goal of [describe goal] by [deadline].

Design a pre-mortem session that:

- Opens with a prompt: "Imagine it's [deadline] and the project has failed – why?"
- Provides guiding questions to help participants generate concrete, specific failure scenarios (not vague ones)
- Recommends how to capture and cluster the failure scenarios into themes
- Suggests how to convert the top themes into proactive risk mitigations before the project starts
- Proposes how to keep the session psychologically safe so people raise real concerns
- Recommends how often to revisit these identified risks during execution

Provide a facilitator script for a 60-minute session.

60

PLANNING

Project intake & request triage process

You are a PMO intake process designer. My team receives ad hoc project requests from [list requesters, e.g., sales, marketing, leadership] with no formal process today.

Help me design an intake process that:

- Creates a simple intake form capturing the essentials (business need, urgency, sponsor, rough scope)
- Proposes triage criteria for deciding what gets prioritized, deferred, or declined
- Recommends who should have authority to approve intake into the active pipeline
- Suggests a turnaround-time SLA for responding to new requests
- Flags how to handle "urgent" requests that bypass the process, without becoming a bottleneck
- Recommends how to communicate "no" or "not now" professionally to requesters

Present as a simple intake workflow diagram description plus the intake form fields.

61

PLANNING

Managing scope across a multi-phase / multi-year program

Act as a program manager overseeing a multi-year initiative: [describe program] spanning phases [list phases and rough timing].

Help me by:

Defining clear scope boundaries for each phase so later phases don't get pulled forward prematurely

Recommending governance checkpoints between phases (go/no-go criteria)

Proposing how to handle scope items that emerge mid-phase but belong in a later phase

Suggesting how to keep stakeholders bought into the long-term vision while managing near-term expectations

Flagging risks specific to long-duration programs (scope drift, stakeholder fatigue, changing business priorities)

Recommending how often to formally revisit and validate the overall program roadmap

Present phase boundaries and go/no-go criteria as a table.

62

TEAM MANAGEMENT

Building an internal project management training outline

Act as an instructional designer for project management training. I need to train [audience, e.g., new team leads, accidental project managers] with [prior experience level].

Design a training outline that:

Sequences modules from foundational to advanced appropriately for this audience

Recommends the top 5-6 topics to prioritize given limited training time

Suggests practical exercises or templates to include, not just theory

Proposes how to assess whether the training actually improved capability

Recommends training format (workshop, self-paced, cohort-based) best suited to this audience

Flags common mistakes accidental/new PMs make that the training should specifically address

Present as a module-by-module outline with time estimates.

63

RISK MANAGEMENT

Crisis management during active project execution

Act as a crisis management advisor. My project has just hit a major unexpected issue: [describe crisis, e.g., critical system outage, key vendor collapse, data breach discovered].

Help me respond by:

Outlining the immediate first-24-hours priorities (stabilize, assess, communicate)

Drafting an initial stakeholder communication that's honest without causing panic

Recommending who needs to be looped in immediately vs. who can wait for a fuller picture

Proposing a structure for a rapid response team if needed

Suggesting how to balance transparency with not speculating before facts are confirmed

Recommending what to document in real time for the eventual post-incident review

Keep the guidance practical for the first hours of a crisis, not long-term recovery.

Negotiating project deadlines with leadership

Act as a negotiation coach for project managers. Leadership has requested [describe ask, e.g., moving the deadline up by 3 weeks] for [project name], and I believe this is [realistic/unrealistic] given [context].

Help me prepare by:

- Structuring the case for why the current timeline is what it is (data-backed, not just "trust me")
- Identifying what tradeoffs I could offer if leadership truly needs the earlier date (scope cut, more resources, phased delivery)
- Drafting language that pushes back professionally without seeming inflexible
- Anticipating leadership's likely counterarguments and preparing responses
- Recommending what I should be willing to concede vs. hold firm on
- Proposing a fallback compromise if my primary ask isn't accepted

Provide this as talking points, not a full script.

Project earned value management (EVM) walkthrough

Act as an EVM specialist teaching a project manager. My project has: Planned Value (PV) = [amount], Earned Value (EV) = [amount], Actual Cost (AC) = [amount], at [X]% complete.

Walk me through:

- Calculating Cost Variance (CV) and Schedule Variance (SV), with interpretation
- Calculating CPI and SPI, with interpretation of what's trending well or poorly
- Forecasting Estimate at Completion (EAC) using at least two formulas, explaining when each applies
- Calculating Estimate to Complete (ETC) and Variance at Completion (VAC)
- Translating these metrics into a plain-language summary for a non-technical stakeholder
- Recommending what actions the numbers suggest I should take now

Show all formulas and calculations step by step.

Managing competing priorities as a project manager

Act as a time management coach for project managers. I'm currently juggling [list projects/responsibilities] with limited time and competing deadlines.

Help me by:

- Recommending a framework for triaging my own workload (not just the project's)
- Identifying which of my current tasks could be delegated, deferred, or dropped
- Proposing a weekly planning structure to protect focus time for high-value PM work
- Flagging signs I'm spending too much time on low-leverage activities (status chasing, redundant meetings)
- Suggesting how to communicate capacity limits to stakeholders without seeming like I'm underperforming
- Recommending tools or habits to reduce context-switching cost across projects

Keep recommendations realistic for someone managing multiple active projects simultaneously.

67

RISK MANAGEMENT

Building a project assumptions log

Act as a project planning specialist. My project [project name] is based on several assumptions: [list known assumptions, e.g., vendor delivers on time, budget won't be cut, team stays intact]. Help me build an assumptions log that:

- Documents each assumption clearly and who/what it depends on
- Rates the confidence level in each assumption (High/Medium/Low)
- Identifies what happens to the project plan if each assumption proves false
- Recommends which assumptions need active validation vs. can be monitored passively
- Proposes a review cadence for revisiting assumptions as the project progresses
- Flags the single riskiest assumption the project is currently resting on

Present as a table: Assumption, Confidence, Impact if False, Validation Plan, Owner.

68

STAKEHOLDER MANAGEMENT

Facilitating cross-team prioritization conflicts

Act as a neutral facilitator. Two teams – [team A] and [team B] – disagree on priority for [shared resource/roadmap item], and both have legitimate business reasons. Help me facilitate resolution by:

- Structuring a framework for each side to present their case objectively (impact, urgency, cost of delay)
- Proposing neutral criteria for making the tradeoff decision, rather than whoever argues loudest
- Suggesting a compromise structure if a clean win/lose isn't feasible (sequencing, partial delivery, shared resourcing)
- Drafting a summary decision document that both teams can align around
- Recommending how to prevent this specific conflict from recurring
- Identifying when this decision is above my authority and should be escalated

Present the comparison as a structured decision table.

69

PLANNING

Project scope statement writer

Act as a scope management expert. My project is [project name] with the goal of [describe goal]. Help me write a precise scope statement that:

- Clearly states what is included in the project
- Explicitly lists what is out of scope, to prevent future ambiguity
- Defines boundary conditions (e.g., geographic, system, timeframe limits)
- Lists key deliverables tied to the scope
- Notes constraints that shape the scope (budget, regulatory, technical)
- Flags scope areas that are still ambiguous and need stakeholder clarification before finalizing

Keep the language precise enough to be referenced later in a scope dispute.

70

STAKEHOLDER MANAGEMENT

Building a project communications RACI

Act as a communications governance specialist. My project involves these communication types: [list, e.g., status reports, risk escalations, change requests, executive updates] and stakeholders: [list roles].

Help me build a communications RACI that:

- Assigns who is Responsible for drafting each communication type
- Assigns who must be Accountable/approve before it goes out
- Assigns who should be Consulted for input
- Assigns who should just be Informed as a recipient
- Flags any communication type currently missing a clear owner
- Recommends the right channel and frequency for each communication type

71

SCHEDULING

Diagnosing a chronically late project

Act as a delivery diagnostics consultant. My project has missed [number] deadlines so far, with reasons cited as [list stated reasons].
Help me diagnose the real root cause by:

Distinguishing symptoms (missed dates) from underlying causes (poor estimation, scope creep, resource conflicts, unclear requirements)

Asking me targeted diagnostic questions to narrow down the actual driver

Evaluating whether the stated reasons are the real cause or convenient excuses

Recommending which single root cause, if fixed, would have the biggest impact on future delivery

Proposing a concrete process change to address that root cause

Suggesting how to rebuild stakeholder trust after a pattern of missed dates

Be direct in your diagnosis – avoid vague generic advice.

72

PLANNING

Building a lightweight project governance model

Act as a governance design consultant. My project/program is [describe size and complexity] and currently has [describe current governance – informal, none, too heavy].
Help me design a right-sized governance model that:

Recommends what governance bodies are actually needed (steering committee, working group, none)

Defines what decisions require governance approval vs. can be made by the PM alone

Proposes meeting cadence for each governance body, sized to project complexity

Recommends what should be reported at each governance level (detail should decrease as seniority increases)

Flags signs the governance model is too heavy (slowing delivery) or too light (missing critical decisions)

Suggests how to evolve governance as the project moves through phases

Present as a simple governance structure diagram description with a RACI-style decision table.

73

STAKEHOLDER MANAGEMENT

Writing an effective project brief for a busy sponsor

Act as an executive communications specialist. My project sponsor is [role, e.g., VP of Operations] with limited time. Project: [project name/goal].
Help me write a one-page project brief that:

Leads with the business outcome and why it matters now

States the ask clearly (budget, resources, approval) in the first few lines

Summarizes scope, timeline, and cost in a scannable format

Highlights the top 1-2 risks without burying the sponsor in detail

Ends with a specific, easy-to-answer decision or approval request

Avoids jargon that would require the sponsor to ask clarifying questions

Keep it to one page, written for someone who will skim in under two minutes.

74

TEAM MANAGEMENT

Managing a project with an underperforming team member

Act as a performance management advisor for project managers. A team member, [role], is consistently [describe issue – missing deadlines, low quality output, disengaged] on [project name].

Help me by:

- Distinguishing whether this is a skill gap, motivation issue, or external/personal factor
- Drafting a direct but supportive conversation approach to raise the issue
- Proposing a short, fair improvement plan with clear expectations and checkpoints
- Recommending how to document the situation appropriately without overreacting
- Suggesting how to adjust task assignments in the meantime to protect project delivery
- Flagging when this situation should be escalated beyond the PM's authority

Keep the tone fair and focused on clear expectations, not punitive.

75

BUDGET MANAGEMENT

Building a project value/ROI justification

Act as a business case analyst. I need to justify continued investment in [project name], which has cost [amount] so far and is projected to cost [amount] more.

Help me build a value justification that:

- Quantifies expected benefits (cost savings, revenue, efficiency, risk reduction) as specifically as possible
- Calculates a simple ROI or payback period based on the inputs given
- Compares the cost of continuing vs. the sunk cost and cost of stopping now
- Identifies non-financial benefits that matter to decision-makers (strategic positioning, compliance, morale)
- Anticipates likely leadership objections and prepares responses
- Recommends how to present this so it reads as a rigorous business case, not a defensive pitch

Present the ROI calculation with the assumptions clearly stated.

76

QUALITY MANAGEMENT

Preparing for a project audit or compliance review

Act as a project audit readiness consultant. My project [project name] is about to undergo [describe audit type – internal PMO audit, compliance review, client audit].

Help me prepare by:

- Listing the documentation typically required for this type of audit (charter, change logs, approvals, financials)
- Identifying likely gaps based on what I've described about current project practices
- Recommending how to quickly remediate the most critical gaps before the audit
- Suggesting how to respond professionally to findings I can't fully remediate in time
- Proposing talking points for explaining any deviations from standard process
- Recommending what to do differently going forward to make future audits easier

Present as a pre-audit readiness checklist with priority levels.

77

PLANNING

Balancing innovation and delivery pressure

Act as a delivery strategy advisor. My team is under pressure to hit [deadline/target] while also being asked to innovate/experiment on [describe innovation ask].

Help me by:

Assessing whether the innovation ask and delivery pressure are fundamentally in tension or can coexist
Recommending how to timebox experimentation so it doesn't threaten the core deadline
Proposing how to communicate to stakeholders that innovation carries schedule risk
Suggesting a way to capture learning from experiments even if they don't ship
Recommending criteria for when to cut an experiment that's consuming too much time
Proposing how to protect team morale when asked to do "more with the same"

Be honest about the real tradeoffs rather than pretending both can be maximized simultaneously.

78

TEAM MANAGEMENT

Writing a project manager's self-review / performance summary

Act as a career coach for project managers. Over [time period], I led [project name(s)] with outcomes: [describe key results – delivered on time/late, budget performance, notable challenges overcome].

Help me write a self-review that:

Frames outcomes in terms of business impact, not just task completion
Quantifies achievements wherever possible (budget saved, timeline held, risk avoided)
Honestly addresses one challenge or setback and what I learned from it
Highlights leadership and stakeholder management skills demonstrated, not just process execution
Identifies 1-2 growth areas for the next period, framed constructively
Avoids generic PM buzzwords and sounds like a specific, credible account of my work

Keep the tone confident but grounded in specifics, not inflated claims.

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