

Syllabus “GenAI power in PM”-Workshop

In our interactive one-day workshop, project managers, executives and employees from project-supporting areas (e.g. PMO, controlling, strategy) learn how to use ChatGPT Plus as well as other GenAI models and applications in project management – from initialization to project completion. The aim is to automate routine tasks, improve communication processes and gain valuable time for strategic tasks – without any prior technical knowledge.

The workshop is clearly structured and combines impulses, practical exercises and exchange.

The following agenda gives you an overview of the day:

Welcome

- Introduction incl. clarification of expectations
- Overview of the day's schedule and workshop objectives
- Installation and configuration of ChatGPT Plus on the participants' laptops

Basics: generative artificial intelligence

- History and significance
- Definitions and limitations
- Prompt engineering: How do I actually chat “correctly” with a GenAI model?

Meaningful use of GenAI in project management

- Practical AI models and applications
- Support options: “1 hour instead of 1 day”
- Tasks and functions

Exercises with concrete use cases

- Useful applications of ChatGPT Plus & Co. in all phases of project management from project initiation to definition, planning, execution and completion
- Improving information and communication management
- Automation of routine tasks in day-to-day business
- Continuous improvement with GenAI

Challenges, opportunities and other useful tips

- Data protection and IT security
- Potential and opportunities
- Practical tricks and tips for practical use

The workshop thrives on taking part actively, trying things out and exchanging ideas. After a brief introduction, we will install ChatGPT Plus together on the laptops you have brought with you – and get straight to work: Step by step, we will use specific project examples to work out how you can use GenAI in your day-to-day work in a targeted and meaningful way.

Please note the following preparation instructions:

- Bring your company laptop including charging cable – ideally with access to internal project data that you are allowed to work on.
- To use ChatGPT Plus, you need a personal monthly subscription (approx. €20) that can be canceled at any time. We will set this up together at the beginning.

Of course, you can also just install the free Chat GPT version on your laptops and take part in the workshop, but you would not be able to work with the advanced applications/features of Chat GPT Plus yourself.

Trainer



Dr. Marco Benkert has a comprehensive repertoire of practical experience with more than 20 years of project management positions for complex international projects and more than 5 years of disciplinary leadership responsibilities in project-based organizations, including head of customer project management department.

He is a certified Trainer® (GPM), Business Coach® (IHK), Senior Project Manager® (IPMA), Project Management Professional® (PMI) and Scrum Master® (Scrum.org).