

# 150 AI Prompts for Project Leaders

The complete guide to AI in project, program & portfolio management.

Works with Copilot M365, ChatGPT, Claude, Gemini, LeChat.  
With or without a Copilot license.

**Stefano Vincenti**

AI Consultant & External Lecturer, ITU Copenhagen

PMI SeminarWorld Copenhagen -- 15. April 2026

[bottellme.com](https://bottellme.com) | [tryzone.dk](https://tryzone.dk) | [aitrainer.dk](https://aitrainer.dk)

## HOW TO USE THIS GUIDE

These prompts are starting points, not final scripts. The best results come when you customize the prompt with your own context: your project data, stakeholder names, organizational constraints, and language preferences. Copy the prompt, paste it into your AI tool of choice, and adjust as needed.

### Copilot M365 Users

You can use these prompts directly in Teams, Outlook, Word, Excel, and PowerPoint. Copilot has access to your organizational data (emails, files, meetings) -- which means it can personalize output automatically. Some prompts are Copilot-specific (marked 'Works in: Copilot M365').

### ChatGPT / Claude / Gemini / LeChat

Copy the prompt and paste it into your preferred tool. Upload relevant documents as context (project plans, status reports, contracts). The more context you provide, the better the output. All prompts work across these platforms unless marked Copilot-only.

## CONTEXT ENGINEERING: WHAT MAKES THE DIFFERENCE

The difference between a mediocre AI output and a great one is **context**. Three principles will transform your results:

1. **Role:** Tell the AI who it is. "You are a senior project manager with 15 years of experience in financial services" gives dramatically better output than no role at all.
2. **Upload documents:** Attach your project plan, status report, or contract. AI with context outperforms AI without context every time.
3. **Be specific about format:** "Format as table" or "Keep it under 200 words" or "Structure as: problem, consequence, recommendation" -- specificity drives quality.

## META-PROMPTING: LET AI WRITE YOUR PROMPTS

If you don't know how to prompt, ask AI to write the prompt for you: "I need to create a risk register for a software project. Write the best possible prompt I can use to get a complete risk register." This is called meta-prompting, and it is the fastest way to become good at prompting.

## QUICK TIPS

- Use **Shift+Enter** for line breaks within a prompt (instead of sending it).
- Save your best prompts in **Projects** (ChatGPT), **Claude Projects**, or **Copilot Agents**.
- Iterate: if the first output isn't perfect, say what's wrong and ask for a revision.
- When in doubt, add more context. Context is king.

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## CATEGORY 1: STATUS REPORTING & COMMUNICATION (Prompts 01-10)

### PROMPT 01

#### 60-Second Status Report

Copy your weekly notes and write:

*Create a status report with three sections: progress, risks, and next steps. Keep it under 200 words. Highlight anything that requires a decision.*

**TIP:** Always add 'Highlight decision points' -- so your manager can act on it immediately.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 02

#### Stakeholder Email in the Right Tone

Paste your status update. Write:

*Rewrite this for my steering committee. Cut the length in half. Put decision points at the top. Add a recommendation.*

**TIP:** Specify the tone you want. 'Professional but direct' beats no guidance every time.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 03

#### Weekly Team Newsletter

Gather the week's key points. Write:

*Write a short weekly newsletter for my project team. Include: biggest milestone this week, what needs attention next week, and a brief 'well done' shout-out. Keep it under 150 words. Tone: informal but professional.*

**TIP:** Add names of those who deserve recognition. It costs nothing and means everything.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 04

#### Escalation Email to Leadership

Describe the problem and consequences. Write:

*Write an escalation email to my steering committee. Structure: 1) The problem (2 sentences), 2) Consequence if we don't act (1 sentence), 3) My recommendations (2 options with pros/cons), 4) What I need from you (specific action). Keep it under 200 words.*

**TIP:** Leaders want the problem, the consequence, and a recommendation. Never just the problem.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 05****Translate Technical Text for Business**

Paste the technical description. Write:

*Rewrite this technical text so a business leader without an IT background understands it. Keep the key points. Explain technical concepts in everyday language. Keep it under 150 words.*

**TIP:** Ask for analogies. 'Think of it as...' works better than definitions.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 06****Project Closure Report**

Paste project description, results, and learnings. Write:

*Create a project closure report with these sections: 1) Executive summary (3 sentences), 2) Deliverables vs. plan, 3) Budget vs. actuals, 4) Top 3 things that went well, 5) Top 3 things to do differently next time, 6) Recommendations for next phase. Keep each section under 100 words.*

**TIP:** Upload the original project plan as context so AI can compare plan vs. reality.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 07****Steering Committee Presentation in 5 Minutes**

Paste your status report. Write:

*Rewrite this status report as 5 talking points for a steering committee presentation. Each point should have: a headline (max 5 words), an explanation (max 2 sentences), and whether it requires a decision. Put decision points first.*

**TIP:** Use the output as speaker notes. The committee reads slides -- you tell the story.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 08****Stakeholder Changelog**

Describe the changes in this sprint/week. Write:

*Create a changelog that's readable for non-technical stakeholders. Group into: New Features, Improvements, Bug Fixes. Write in user-friendly language (no technical jargon). Add a "What this means for you" sentence to each change.*

**TIP:** The best changelog explains value, not implementation.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 09****Change Communication Plan**

Describe the change and affected stakeholders. Write:

*Create a communication plan for this change. For each stakeholder group: 1) What they need to know, 2) When they should be informed, 3) Which channel (email, meeting, Teams), 4) Who is responsible. Format as table.*

**TIP:** First drafts are always too generic. Add your specific stakeholder names and ask for a revision.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 10****Answering Tough Questions**

Describe the question and context. Write:

*My steering committee chair will ask me: "[insert question]". Prepare three versions of my answer: 1) The short answer (30 seconds), 2) The detailed answer (2 minutes), 3) The honest answer if I must be completely transparent. Include data that supports my answer.*

**TIP:** Version 3 is what you tell your boss one-on-one. Version 1 is for the full room.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 11****RAG Status Dashboard in Text**

Paste your project data. Write:

*Create a RAG (Red/Amber/Green) status summary for this project. Assess each dimension: 1) Schedule, 2) Budget, 3) Scope, 4) Quality, 5) Resources. For each: assign RAG status, give a one-line justification, and state the action needed for any non-green item. Format as table.*

**TIP:** A text-based RAG dashboard is perfect for email updates when you don't have time for PowerPoint.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 12****Executive Summary Generator**

Paste your full report or document. Write:

*Write a 150-word executive summary of this document. Structure: 1) What this is about (1 sentence), 2) Key findings or status (3 bullets), 3) What needs to happen next (2 bullets), 4) What decision is needed. Tone: confident, data-driven, no hedging.*

**TIP:** Executives read the first paragraph. Make it count -- lead with the ask, not the background.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

## CATEGORY 2: RISK MANAGEMENT (Prompts 13-22)

### PROMPT 13

#### Risk Register That Actually Works

Paste your project description and timeline. Write:

*Identify the 5 biggest risks. Rate likelihood (1-5) and impact (1-5). Suggest mitigation for the top 3. Format as table.*

**TIP:** Ask for table format -- so you can paste it directly into your risk register.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 14

#### Pre-Mortem Analysis

Describe your project and planned approach. Write:

*Imagine this project has failed in 6 months. What went wrong? Give me 7 realistic failure scenarios with: 1) What happened, 2) Early warning signs we could have spotted, 3) What we could have done to prevent it. Be brutally honest -- not optimistic.*

**TIP:** Pre-mortems are more powerful than risk analysis because they force pessimistic thinking.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 15

#### Risk Update for the Steering Committee

Paste your current risk register. Write:

*Rewrite this risk register as a readable risk update for the steering committee. Focus on: 1) The 3 most critical risks right now, 2) What has changed since last time, 3) What requires a decision from the committee. Keep it under 200 words.*

**TIP:** Steering committees want 'so what?' -- never just a long risk list.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 16

#### Vendor Risk Assessment

Describe the vendor relationship and contract. Write:

*Create a risk assessment for this vendor agreement. Evaluate: 1) Dependency risk (single point of failure?), 2) Delivery risk (track record?), 3) Contract risk (what's missing?), 4) Financial risk (price changes?), 5) Exit risk (how hard to switch?). Suggest mitigation for each point.*

**TIP:** Upload the contract as context if possible. AI can find gaps you've overlooked.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 17****Technology Risk Analysis**

Describe the technical solution and architecture. Write:

*Assess the technical risks in this solution. Focus on: 1) Scaling (what happens when user count grows 10x?), 2) Integration (what can go wrong between systems?), 3) Security (what's the attack surface?), 4) Technical debt (what are we pushing to the future?), 5) Competency risk (does the team have the right skills?). Rank by impact.*

**TIP:** Make this a standing part of your sprint planning. 5 minutes can save 5 weeks.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 18****Text-Based Risk Heatmap**

Paste your known risks. Write:

*Organize these risks into a heatmap structure. Group them as: CRITICAL (high likelihood + high impact), IMPORTANT (high/medium combination), MONITOR (low likelihood or low impact). For critical risks: what is our next action THIS WEEK?*

**TIP:** Print the heatmap and put it on the wall. Visible risks are managed risks.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 19****Monte Carlo Scenario**

Paste your task estimates with uncertainty. Write:

*Based on these estimates with uncertainty, describe 3 scenarios: 1) Best case (everything goes well, 10% probability), 2) Most likely (realistic, 60% probability), 3) Worst case (everything goes wrong, 30% probability). Calculate total time and budget for each scenario. Suggest the buffer we should build in.*

**TIP:** Always give your steering committee 3 estimates. Never just one. It changes the entire conversation.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 20****Risk Response Strategy**

Describe the specific risk in detail. Write:

*For this risk, give me 4 response strategies: 1) AVOID: how do we eliminate the risk entirely?, 2) REDUCE: how do we lower likelihood or impact?, 3) TRANSFER: can we shift the risk to a vendor/insurer?, 4) ACCEPT: what does it cost if we just live with it? Recommend the best strategy and explain why.*

**TIP:** Most people automatically choose 'reduce.' Sometimes 'accept' is the smartest choice.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

## PROMPT 21

### Assumption Log Audit

Describe your project's key assumptions. Write:

*Review these project assumptions. For each: 1) Is it still valid?, 2) What evidence supports or contradicts it?, 3) What happens to the project if this assumption is wrong?, 4) Should we convert it to a risk? Flag the 3 assumptions most likely to be wrong.*

**TIP:** Assumptions are risks in disguise. Revisit them monthly -- the ones you forget about are the ones that kill you.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## PROMPT 22

### Dependency Risk Map

List your project's external dependencies. Write:

*Map these project dependencies and assess each: 1) What we depend on, 2) Who owns it, 3) Current status (on track/at risk/blocked), 4) Impact if delayed (days/cost), 5) Our contingency plan. Highlight any dependency with no contingency plan -- that's where we're exposed.*

**TIP:** Dependencies you can't control are the biggest risk category in complex organizations. Make them visible.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## CATEGORY 3: PLANNING & ESTIMATION (Prompts 23-32)

### PROMPT 23

#### Project Plan from Scratch

Describe your project in 3-5 sentences. Write:

*Create a project plan with: 1) Phases and milestones, 2) Key deliverables per phase, 3) Estimated duration per phase, 4) Dependencies between phases, 5) Suggested gate reviews. Assume a team of [X] people. Format as table.*

**TIP:** Add everything you know about the project -- more context = better plan! First draft is a starting point, customize it to your organization.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 24

#### Work Breakdown Structure

Describe the project scope and deliverables. Write:

*Create a Work Breakdown Structure (WBS) with 3 levels. Level 1: Main deliverables. Level 2: Work packages. Level 3: Specific tasks. Estimate hours for level 3. Mark the critical path with \*.*

**TIP:** Ask for WBS in a format you can copy to Jira, Azure DevOps, or your tool of choice.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 25

#### Sprint Planning Assistant

Paste your backlog and team capacity. Write:

*We have [X] story points capacity in the next sprint. Prioritize these backlog items by value and risk. Suggest what should go into the sprint and what can wait. Flag items with dependencies on other teams.*

**TIP:** Upload your backlog as CSV or copy-paste it. More context = better prioritization.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 26

#### Three-Point Estimation

Describe the tasks to estimate. Write:

*For each task: give me an optimistic (O), realistic (M), and pessimistic (P) estimate in hours. Calculate the PERT estimate  $((O + 4M + P) / 6)$  and standard deviation. Format as table. Add a total buffer recommendation.*

**TIP:** Share the result with your team and adjust. AI estimates are starting points, not truths.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 27****Milestone Plan with Dependencies**

Describe the project and known deliverables. Write:

*Create a milestone plan for this project. For each milestone: 1) Name, 2) Date (calculate from start [date] and estimates), 3) Deliverable, 4) Acceptance criteria (when is it approved?), 5) Dependencies on other milestones. Mark the critical path.*

**TIP:** Acceptance criteria are the most important part. Without them, 'done' is an endless discussion.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 28****Text-Based Gantt Chart**

Paste your task list with estimates. Write:

*Convert this task list into a text-based Gantt chart. Show weeks as columns, tasks as rows. Mark overlaps, dependencies, and critical path. Add a legend.*

**TIP:** Copy the output to Excel for a quick visual overview. Or ask for CSV format.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 29****Capacity Planning**

Describe your team and upcoming tasks. Write:

*Create a capacity plan for the next [X] weeks. Team members: [names and roles]. Tasks: [list]. For each team member: show allocation per week in percent. Flag overload (over 80%) and underload (under 50%). Suggest rebalancing.*

**TIP:** 80% is max realistic allocation. The remaining 20% goes to meetings, ad hoc, and support.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 30****Phase-Gate Review Preparation**

Describe which phase you're closing. Write:

*Prepare the materials for our phase-gate review. Create a checklist with: 1) Deliverables that should be complete (are they?), 2) Quality criteria to be met, 3) Open risks to address before next phase, 4) Budget status, 5) Go/no-go recommendation with rationale.*

**TIP:** Be honest about the no-go recommendation. Stopping on time is better project management than continuing blindly.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 31****Timeline Recovery Plan**

Describe the delay and its causes. Write:

*Our project is [X] weeks behind schedule. Analyze these options to recover: 1) Fast-tracking (parallel tasks -- what can overlap?), 2) Crashing (add resources -- cost and trade-offs?), 3) Scope reduction (what can we defer?), 4) Deadline extension (how to present this?). For each option: time saved, cost, and risk. Recommend the best approach.*

**TIP:** Most schedule recovery involves trade-offs. Show the options clearly so the decision-maker can choose.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 32****Resource-Based Planning**

Describe available resources and competencies. Write:

*Given these team members with their skills and availability: [list]. And these project tasks: [list]. Create an optimal assignment plan that: 1) Matches skills to tasks, 2) Avoids single points of failure, 3) Identifies competency gaps, 4) Highlights where the highest uncertainty is. Format as assignment matrix.*

**TIP:** This was one of the most requested prompts from the PMI audience. It turns messy resource info into a clear plan.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## CATEGORY 4: MEETINGS & FACILITATION (Prompts 33-43)

### PROMPT 33

#### Meeting Prep in 90 Seconds

Paste the agenda and notes from last time. Write:

*Give me 3 questions I should ask, the most important open actions, and who owes what.*

**TIP:** Copilot in Teams does this automatically if you ask. Use it before every meeting.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 34

#### 2-Minute Meeting Minutes

Paste your raw notes or transcript. Write:

*Create meeting minutes with: 1) Attendees, 2) Key decisions (max 5), 3) Action items with owner and deadline, 4) Open questions for next meeting. Keep it under 300 words.*

**TIP:** Format action items as 'WHO does WHAT by WHEN.' No ambiguity.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 35

#### Workshop Design

Describe the purpose, participants, and time. Write:

*Design a [X]-hour workshop with the following purpose: [purpose]. Participants: [number and roles]. Give me: 1) Detailed timeline with activities, 2) Facilitation technique per activity, 3) Materials I need to prepare, 4) Expected outputs, 5) Follow-up after the workshop.*

**TIP:** Add 'breaks every 90 minutes' and 'energizer after lunch' -- most people forget these.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 36

#### Agenda That Works

Describe the meeting purpose and attendees. Write:

*Create an agenda for a [X]-minute meeting. For each item: 1) Topic, 2) Purpose (information/discussion/decision), 3) Time, 4) Owner, 5) Expected output. Put decision items first. Add 5-minute buffer.*

**TIP:** Mark each item with I (information), D (discussion), or B (decision). It changes the dynamic.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 37****Retrospective with Direction**

Gather the team's feedback in one document. Write:

*Group this feedback by themes. Prioritize by frequency. Suggest 3 concrete actions we can start in the next sprint.*

**TIP:** Paste raw feedback as-is. You can copy images from a MIRO board and feed them to AI. AI is better at finding patterns in noise than edited text.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 38****Conflict Resolution**

Describe the conflict and the people involved. Write:

*Two team members disagree about [topic]. Describe both perspectives neutrally. Suggest 3 compromise proposals. Draft a script for a conversation I can have with them -- tone: empathetic but solution-oriented.*

**TIP:** Use AI for neutral phrasing. It's hard to find neutral words when you're frustrated yourself.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 39****Kick-Off Meeting from Scratch**

Describe the project and participants. Write:

*Design a kick-off meeting for this project. Include: 1) Welcome and icebreaker (5 min), 2) Project vision and goals (10 min), 3) Roles and responsibilities (10 min), 4) Timeline and milestones (10 min), 5) Ground rules and communication (10 min), 6) Questions and next steps (15 min). Give me talking points for each.*

**TIP:** Have the team share their expectations before the meeting. Discuss them during the icebreaker.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 40****Decision Log from Meeting Notes**

Paste the meeting minutes. Write:

*Extract all decisions from these minutes. For each decision: 1) What was decided, 2) Who decided it, 3) Date, 4) Consequence/next step, 5) Who is responsible for follow-up. Format as table I can paste into our decision log.*

**TIP:** A decision log is worth its weight in gold when someone asks 'when did we decide that?'

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 41****Daily Standup Summary**

Paste standup notes or Teams transcript. Write:

*Summarize this standup in 3 sections: 1) What was completed (list), 2) What is blocked and by whom (with suggested solution), 3) Most important focus today. Keep it under 100 words. Format so it can be posted directly in Teams.*

**TIP:** Post the summary in the project channel. So those who weren't there also have the overview.

Works in: Copilot M365

**PROMPT 42****Meeting or Email?**

Describe what you want to communicate. Write:

*Assess whether this topic requires a meeting or can be handled with an email/Teams message. Justify your answer. If meeting: suggest duration, attendees, and agenda. If email: write the draft. If Teams message: write it.*

**TIP:** The rule: Discussion needed = meeting. Information needed = email. Urgent = Teams.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 43****Decision Log from Any Meeting**

Paste your meeting notes or transcript. Write:

*Extract every decision made in this meeting. For each: 1) The decision (one sentence), 2) Who made it or who has authority, 3) Who is affected, 4) Action items that follow from it (with owners and deadlines), 5) Any open questions that were NOT decided. Format as a table I can share with the team immediately after the meeting.*

**TIP:** Meetings without documented decisions are just conversations. This prompt turns chaos into accountability.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

## CATEGORY 5: STAKEHOLDER MANAGEMENT (Prompts 44-53)

### PROMPT 44

#### Stakeholder Analysis from Scratch

Describe your project and organization. Write:

*Create a stakeholder analysis. Identify the 10 most important stakeholders. For each: 1) Name/role, 2) Interest in the project (high/medium/low), 3) Influence (high/medium/low), 4) Attitude (supporter/neutral/resistor), 5) Communication strategy. Format as table. Place them in a power/interest grid.*

**TIP:** Revisit this analysis monthly. Stakeholders' attitudes shift -- your strategy must follow.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 45

#### Handle Resistance

Describe the resistance and the person/group. Write:

*This stakeholder resists the project because [reason]. Help me: 1) Understand their perspective (what are they afraid of?), 2) 3 arguments that address their concerns, 3) A concrete action plan to win them over, 4) A draft for a conversation/email with them. Tone: respectful and solution-oriented.*

**TIP:** Resistance is information. Understand it before you fight it.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 46

#### Sponsor Briefing

Describe the project status and key topics. Write:

*Prepare a 10-minute briefing for my project sponsor. Structure: 1) The most important thing first (max 2 sentences), 2) Status (green/amber/red with justification), 3) Decisions I need from you, 4) Risks you should know about, 5) What's going well. Keep it short -- sponsors have 10 minutes, not 30.*

**TIP:** ALWAYS start with the most important thing. If the meeting gets cut short after 2 minutes, you've said the right thing.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 47

#### Change Communication

Describe the change and affected users. Write:

*Write a change communication to [target group] about [change]. Include: 1) Why we're doing this (the value for them), 2) What specifically changes, 3) What does NOT change, 4) Timeline, 5) Where they can get help, 6) FAQ with 5 expected questions. Tone: reassuring but honest.*

**TIP:** People fear the unknown. 'What does NOT change' is often more important than what does.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 48****RACI Matrix Generator**

Describe the project, deliverables, and roles. Write:

*Create a RACI matrix for this project. Rows: deliverables/tasks. Columns: roles/people. Assign R (Responsible), A (Accountable), C (Consulted), I (Informed). Ensure there's only one A per row. Flag conflicts or gaps.*

**TIP:** If someone has R on more than 5 tasks, they're overloaded. Use it as a conversation starter.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 49****Steering Committee Pack**

Paste project data and status. Write:

*Prepare steering committee materials with: 1) Executive summary (max 5 sentences), 2) Status dashboard (scope/time/budget/quality with RAG colors), 3) Top 3 risks with mitigation, 4) Decision points (what does the committee need to decide?), 5) Next milestone. Keep it to max 2 pages.*

**TIP:** Two pages is enough. If you need more, you haven't prioritized enough.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 50****Negotiation Preparation**

Describe the negotiation situation. Write:

*Prepare me for this negotiation. Give me: 1) My BATNA (Best Alternative to Negotiated Agreement), 2) Their likely BATNA, 3) My ideal outcome, 4) My walk-away point, 5) 3 negotiation tactics that fit this situation, 6) Tough questions they might ask -- and my answers.*

**TIP:** The best negotiation feels fair to both sides. Aim for win-win, not win-lose.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 51****Cross-Cultural Stakeholder Update**

Describe the audience and their cultural context. Write:

*Rewrite this status update for an international audience. Avoid culture-specific references. Use clear, simple English. Be more explicit than you would normally -- what's implied in one culture isn't implied internationally. Add context where needed.*

**TIP:** In Scandinavia we're direct. In many other cultures, 'no' requires more wrapping.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 52****Stakeholder Alignment Email**

Paste conflicting stakeholder inputs. Write:

*Summarize each stakeholder position in 2 lines. Build a RACI for the disputed items. Draft ONE alignment email to all parties that: acknowledges each view, names the trade-off, and proposes a time-boxed decision meeting. Max 150 words. Rules: don't pick sides.*

**TIP:** AI is great at neutral phrasing when emotions run high. Let it draft, then you personalize.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 53****Influence Strategy Planner**

Describe the decision you need approved and the decision-makers. Write:

*I need [decision-maker] to approve [decision]. Help me build an influence strategy: 1) What motivates this person? (their KPIs, priorities, fears), 2) Who influences them? (allies I should talk to first), 3) Best communication channel and timing, 4) How to frame the proposal in terms of THEIR priorities, 5) Potential objections and my pre-prepared responses.*

**TIP:** Influence is preparation. The meeting is just the last 10% -- the work happens before you walk in.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## CATEGORY 6: SCOPE & REQUIREMENTS (Prompts 54-62)

### PROMPT 54

#### Requirements from Interviews

Paste your raw interview notes. Write:

*Convert these interview notes into structured requirements. For each requirement: 1) ID, 2) Description, 3) Priority (MoSCoW), 4) Source (who said it), 5) Acceptance criteria. Group requirements into functional and non-functional. Flag conflicting requirements.*

**TIP:** Conflicting requirements aren't a bug -- they're reality. AI helps you find them early.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 55

#### User Stories from Business Requirements

Paste the business requirements. Write:

*Rewrite these business requirements as user stories in the format: "As a [role] I want [action] so that [value]." Add acceptance criteria (Given/When/Then) to each story. Estimate size (S/M/L). Flag stories that are too large and should be split.*

**TIP:** A good user story fits in one sprint. If it doesn't, it's an epic in disguise.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 56

#### Scope Definition

Describe the project and stakeholder wishes. Write:

*Help me define scope. Based on this description: 1) What is IN scope (core deliverables), 2) What is OUT of scope (explicit), 3) What is a gray zone (requires decision), 4) Suggest scope boundary criteria. Format so it can be used in a project brief.*

**TIP:** Out of scope is just as important as in scope. Write it down before someone assumes otherwise.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 57

#### Change Request Assessment

Describe the change request and current plan. Write:

*Assess this change request. Analyze: 1) Impact on timeline (days delayed), 2) Impact on budget (additional cost), 3) Impact on scope (what shifts), 4) Impact on quality, 5) Impact on other deliverables. Give an overall recommendation: approve/reject/defer. Support with data.*

**TIP:** A change request without impact analysis is just a wish. Talk in days and currency.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 58****Definition of Done**

Describe the project and deliverables. Write:

*Create a Definition of Done (DoD) for this project. Include criteria for: 1) Code/deliverable (what must be complete), 2) Test (what must be tested), 3) Documentation (what must be documented), 4) Review (who must approve), 5) Deployment (when is it live). Make it a checklist.*

**TIP:** Hang the DoD on the wall. Use it in every sprint review. 'Are we Done according to DoD?'

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 59****Backlog Refinement**

Paste your backlog. Write:

*Review this backlog. For each item: 1) Is the user story complete (role/action/value)?, 2) Are acceptance criteria clear enough for development?, 3) Is the estimate realistic?, 4) Are there missing dependencies? Suggest improvements and flag items that aren't "ready."*

**TIP:** An item is 'ready' when a developer can start without asking questions. That's the goal.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 60****MoSCoW Prioritization**

Paste the list of requirements or features. Write:

*Help me MoSCoW-prioritize these requirements. For each: assign Must/Should/Could/Won't with justification. Ensure Must items don't exceed 60% of capacity. Suggest what can move from Must to Should if we're pressed.*

**TIP:** If everything is Must, nothing is prioritized. Be brutal. Ask: 'Can we go live without this?'

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 61****Technology Procurement Checklist**

Describe the technology you want to acquire. Write:

*Create a procurement evaluation checklist for [technology]. Include: 1) Functional requirements (what must it do?), 2) Non-functional requirements (security, performance, scalability), 3) Integration requirements (what systems must it connect with?), 4) Vendor evaluation criteria (support, roadmap, financial stability), 5) Total cost of ownership model, 6) Risk factors. Weight each criterion.*

**TIP:** This was a top wish from the PMI audience. Use it for any software, platform, or tool purchase.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 62****Scope Creep Detector**

Paste the original scope and the latest change requests. Write:

*Compare the original project scope with these change requests: [paste both]. For each change: 1) Is this genuinely new scope or a clarification of existing scope?, 2) Impact on timeline, budget, and resources, 3) What happens if we say no?, 4) Recommended action: approve, defer, reject, or negotiate. Summarize total scope drift as percentage and flag if the project is becoming a different project.*

**TIP:** The best scope creep defense is making the creep visible. This prompt does exactly that.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## CATEGORY 7: BUDGET & FINANCE (Prompts 63-70)

### PROMPT 63

#### Business Case Generator

Describe the project and expected value. Write:

*Create a business case with: 1) Problem we're solving, 2) Proposed solution, 3) Investment (costs broken into categories), 4) Expected return (quantified), 5) ROI calculation, 6) Payback period, 7) Risks that could affect the business case, 8) Recommendation. Keep it to max 2 pages.*

**TIP:** Quantify the benefit in currency or hours. 'Better quality' isn't a business case.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 64

#### Budget Tracking

Paste budget vs. actual spend. Write:

*Analyze this budget report. Calculate: 1) Total variance (budget vs. actual), 2) Variance per category, 3) Burn rate (spend per month), 4) Forecast for the rest of the project based on current burn rate, 5) Flag categories exceeding 10%. Suggest savings if we're over budget.*

**TIP:** Earned Value is better than simple budget tracking. Ask for EV analysis if you have the data.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 65

#### Earned Value Analysis

Paste: planned value, earned value, actual cost. Write:

*Calculate the Earned Value metrics: 1) SPI (Schedule Performance Index), 2) CPI (Cost Performance Index), 3) SV (Schedule Variance), 4) CV (Cost Variance), 5) EAC (Estimate at Completion), 6) ETC (Estimate to Complete). Explain each number in language my steering committee understands. Give an overall assessment.*

**TIP:** SPI below 0.9 = you're behind. CPI below 0.9 = you're overspending. Simple as that.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 66

#### Resource Cost Calculation

Describe the team and project duration. Write:

*Calculate total resource costs for this project. For each team member: 1) Role, 2) Hourly rate, 3) Allocation (%), 4) Duration, 5) Total cost. Summarize per role and grand total. Add 15% buffer for unforeseen. Format as table.*

**TIP:** Don't forget indirect costs: office space, licenses, equipment. They can add 20-30% extra.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 67****Cost Saving Proposals**

Paste your budget and current spend. Write:

*We need to save [X]% on this project without compromising core deliverables. Analyze the budget and suggest 5 savings opportunities. For each: 1) What we cut, 2) Savings in currency, 3) Risk of cutting it, 4) Impact on timeline. Rank by largest savings with lowest risk.*

**TIP:** Start with scope. That's almost always where the biggest savings lie. Cut features, not quality.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 68****Funding Request Memo**

Describe additional budget needed and why. Write:

*Draft a funding request memo for [amount]. Structure: 1) What we need and why (2 sentences), 2) What happens if we don't get it (consequence), 3) What we've already tried (alternatives explored), 4) Expected return on additional investment, 5) Timeline for spending. Tone: factual, urgent but not panicked. Max 1 page.*

**TIP:** Decision-makers fund problems with clear consequences. Lead with what breaks if they say no.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 69****Project Contract Preparation**

Describe the project scope and parties involved. Write:

*Draft the key sections of a project contract/SOW. Include: 1) Scope of work (what's included and excluded), 2) Deliverables with acceptance criteria, 3) Timeline and milestones, 4) Payment schedule tied to deliverables, 5) Change request process, 6) Roles and responsibilities, 7) Termination clauses, 8) Key risks and liability allocation. Flag areas where legal review is essential.*

**TIP:** This was a top audience wish. AI gives you a strong first draft -- always have legal review the final version.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 70****Cost-Benefit Analysis in 10 Minutes**

Describe the investment and expected outcomes. Write:

*Create a cost-benefit analysis for this decision: [describe]. Structure: 1) All costs (initial + ongoing for 12 months), 2) All benefits (quantified where possible), 3) Payback period, 4) Non-financial benefits and risks, 5) Recommendation with confidence level. Use a table format. Flag any assumptions I should validate.*

**TIP:** A quick CBA beats a gut feeling every time. Even rough numbers force better decisions.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

## CATEGORY 8: TEAM & PEOPLE (Prompts 71-80)

### PROMPT 71

#### Onboarding Plan for New Team Member

Describe the project and the new person's role. Write:

*Create a 2-week onboarding plan for a new team member. Week 1: Intro to project, team, tools, and processes. Week 2: First tasks with buddy support. For each day: 1) Activity, 2) Duration, 3) Responsible/buddy, 4) Materials to read. Add a checklist of access and accounts needed.*

**TIP:** The first week is everything. Make sure they feel welcome and have meaningful work from day one.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 72

#### Team Competency Matrix

Describe the team and required competencies. Write:

*Create a competency matrix for my team. Rows: team members. Columns: required competencies. Rate 1-3 (1=beginner, 2=competent, 3=expert). Identify: 1) Competency gaps (nobody at 2+), 2) Single points of failure (only 1 person at 2+), 3) Suggest competency development.*

**TIP:** A single point of failure is a risk. Ensure at least 2 people on critical competencies.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 73

#### 1-on-1 Preparation

Describe the team member and current topics. Write:

*Prepare my 1-on-1 with [name]. Based on these topics, give me: 1) 3 open questions that invite honest dialogue, 2) Feedback I should give (structured: situation, behavior, impact), 3) Questions about their wellbeing and development, 4) Expectation alignment for next period.*

**TIP:** Ask 'What can I do to help you?' -- and mean it. It's the most important question.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 74

#### Team Velocity Analysis

Paste data from the last 5-6 sprints. Write:

*Analyze our team velocity over recent sprints. Calculate: 1) Average velocity, 2) Trend (rising/falling/stable), 3) Variation (are we predictable?), 4) Factors that explain the variance. Based on this: what's a realistic velocity for the next 3 sprints?*

**TIP:** Velocity is for planning, not performance measurement. Never use it as a KPI for the team.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 75****Team Charter**

Describe the project and the team. Write:

*Create a team charter with: 1) Team purpose and goals, 2) Roles and responsibilities, 3) Ground rules (communication, meetings, decisions), 4) Definition of Done, 5) Conflict resolution process, 6) How we celebrate success. Write it so the team can discuss and customize it.*

**TIP:** A team charter is worthless if the team hasn't written it themselves. Use the draft as a discussion starter.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 76****Resource Release Plan**

Describe the project's end phase and team situation. Write:

*Create a plan to release resources at project end. For each team member: 1) When they're done, 2) Knowledge transfer (to whom and what), 3) Documentation they must finish before leaving, 4) Next project/assignment. Format as timeline.*

**TIP:** Start knowledge transfer 4 weeks before people leave. Two weeks is too little.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 77****Team Burnout Assessment**

Describe your team's current situation and workload. Write:

*Based on this team situation, assess burnout risk: 1) Workload signals (overtime, weekend work, missed deadlines), 2) Morale indicators (meeting engagement, communication patterns), 3) Sustainability score (1-10) for each team member, 4) Recommended interventions for high-risk individuals, 5) Draft a message to leadership requesting support. Tone: evidence-based, not emotional.*

**TIP:** Team burnout was the #4 pain at PMI SeminarWorld. If your team runs at 110% for weeks, this prompt is for you.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 78****Performance Feedback Script**

Describe the situation where feedback is needed. Write:

*Write a feedback script using the SBI model: 1) Situation (when and where), 2) Behavior (what specifically happened), 3) Impact (effect on team/project/person). Then: 4) Suggest a forward-looking question to end on, 5) Draft the full conversation in a natural tone -- firm but supportive.*

**TIP:** Great feedback is specific, timely, and ends with a question, not a lecture.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 79****Multitasking Impact Analyzer**

Describe how your team is spread across projects. Write:

*Analyze the multitasking situation for my team: [list team members and their project assignments]. For each person: 1) Number of projects, 2) Context-switching cost (estimate % productivity loss), 3) Risk of dropped balls. Suggest: 4) Who should be dedicated, 5) A realistic re-allocation proposal. Include a draft message to leadership explaining why multitasking is costing us more than it saves.*

**TIP:** Multitasking was the #1 pain word at PMI SeminarWorld. Research shows every additional project costs 20% productivity per switch.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 80****Difficult Conversation Prep**

Describe the situation and what you need to address. Write:

*I need to have a difficult conversation with [role] about [issue]. Help me prepare: 1) Opening statement (direct but empathetic, 2 sentences), 2) Key points I must cover (max 3), 3) Questions to understand their perspective, 4) Possible reactions and how to respond, 5) Desired outcome and next steps. Tone: firm, fair, and human.*

**TIP:** Rehearsing tough conversations with AI means you walk in prepared, not reactive.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## CATEGORY 9: QUALITY & TEST (Prompts 81-87)

### PROMPT 81

#### Quality Plan

Describe the project and quality requirements. Write:

*Create a quality plan for this project. Include: 1) Quality goals (measurable), 2) Quality activities per phase (reviews, tests, inspections), 3) Quality ownership, 4) Tools and methods, 5) Quality metrics we track, 6) Escalation when quality isn't good enough.*

**TIP:** Quality costs time upfront but saves time downstream. Document the time savings.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 82

#### Test Plan Generator

Describe the system and key functions. Write:

*Create a test plan with: 1) Test scope (what we test and what we don't), 2) Test types (functional, integration, performance, user acceptance), 3) Test cases for the 5 most important functions (input, expected output, pass/fail), 4) Test environment requirements, 5) Timeline for test phases. Format test cases as table.*

**TIP:** Negative test cases are the most important. 'What happens when the user does it wrong?'

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 83

#### Bug Triage Assistant

Paste the list of reported bugs. Write:

*Prioritize these bugs. For each: assign severity (critical/high/medium/low) based on: user impact, frequency, workaround available. Suggest a fix order that balances severity with estimated fix time. Flag bugs that block the release.*

**TIP:** A critical bug without a workaround blocks everything. A high bug with a workaround can wait one sprint.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 84

#### Review Checklist

Describe the deliverable to be reviewed. Write:

*Create a review checklist for this deliverable. Include checks for: 1) Functionality (does it do what it should?), 2) Quality (is it good enough?), 3) Consistency (does it fit with the rest?), 4) Documentation (is it documented?), 5) Compliance (does it meet requirements?). Format as checklist with yes/no.*

**TIP:** Checklists reduce errors by 30-50%. That's why pilots use them. Do the same.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 85****Lessons Learned Facilitation**

Describe the project that's just ended. Write:

*Design a lessons learned session. Give me: 1) 10 questions for the team (mix of what went well/what can improve), 2) A facilitation guide (30 min), 3) A template for documenting learnings (category, learning, recommendation, owner). Tone: constructive, not blame-oriented.*

**TIP:** Start with the positive. 'What went well?' before 'What should we change?' changes the entire tone.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 86****UAT Scenario Builder**

Describe the system and end-user workflows. Write:

*Create User Acceptance Test (UAT) scenarios for [system]. For each key user workflow: 1) Scenario name, 2) Pre-conditions, 3) Step-by-step actions the tester performs, 4) Expected result at each step, 5) Pass/fail criteria. Write scenarios that a business user (not developer) can follow. Include edge cases.*

**TIP:** UAT scenarios should be written in business language, not tech speak. Let the users own it.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 87****Acceptance Criteria Generator**

Describe the feature or deliverable. Write:

*Write clear acceptance criteria for this deliverable: [describe]. For each criterion: 1) Given [precondition], 2) When [action], 3) Then [expected result]. Include both happy path and edge cases. Add non-functional criteria (performance, security, accessibility) where relevant. Format as a checklist the team can use in review.*

**TIP:** Vague acceptance criteria cause 80% of rework. Invest 5 minutes here, save days later.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## CATEGORY 10: AGILE & HYBRID (Prompts 88-96)

### PROMPT 88

#### Agile Health Check

Describe your team's agile practices. Write:

*Assess our agile maturity across these 8 areas (1-5): 1) Sprint planning, 2) Daily standups, 3) Sprint review, 4) Retrospectives, 5) Backlog management, 6) Continuous delivery, 7) Cross-functional collaboration, 8) Customer focus. For every area under 3: give one concrete improvement we can implement NEXT sprint.*

**TIP:** Do a health check every 3rd sprint. Trends matter more than absolute numbers.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 89

#### Hybrid Governance Setup

Describe your organizational structure and project type. Write:

*Design a hybrid project model combining [PRINCE2/waterfall] governance with agile delivery. Include: 1) Governance layer (phase-gates, steering committee meetings), 2) Delivery layer (sprints, ceremonies), 3) Reporting mapping (what's reported when to whom), 4) Role mapping (PM vs. Scrum Master vs. Product Owner). Visualize as text diagram.*

**TIP:** Hybrid is the reality for most organizations. Accept it and design for it.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 90

#### Sprint Review Preparation

Describe what the team delivered in the sprint. Write:

*Prepare our sprint review. Create: 1) A demo script (what we show in which order), 2) Talking points per demo item (value for the user, not technical details), 3) Known limitations to mention proactively, 4) Questions to ask stakeholders for feedback.*

**TIP:** Sprint review is not a status presentation. It's a demo and a feedback session.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 91

#### Definition of Ready

Describe your backlog and typical problems. Write:

*Create a Definition of Ready (DoR) tailored to our team. Include criteria for: 1) User story is complete and understood, 2) Acceptance criteria are defined, 3) Dependencies are identified, 4) Design/UX is clear (if relevant), 5) Estimate is given. Format as checklist.*

**TIP:** DoR protects the team from starting on half-baked tasks. It's one of the most important agile practices.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 92****SAFe PI Planning Preparation**

Describe the program and upcoming features. Write:

*Prepare materials for our PI Planning. Create: 1) Feature overview with prioritization, 2) Capacity per team for the PI, 3) Known dependencies between teams (format as matrix), 4) Risks and impediments to address, 5) Suggested PI objectives per team.*

**TIP:** PI Planning is the most important ceremony in SAFe. Investment in preparation = better alignment.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 93****Kanban Board Optimization**

Describe your current kanban board and workflow. Write:

*Analyze our kanban workflow and suggest improvements: 1) Are WIP limits appropriate? (suggest optimal limits), 2) Where are the bottlenecks? (which columns accumulate?), 3) What metrics should we track? (lead time, cycle time, throughput), 4) Should we add or remove columns?, 5) Suggest swimlane structure if we handle multiple work types.*

**TIP:** If everything is "in progress," nothing is. WIP limits are the single most impactful kanban practice.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 94****Agile Transformation Roadmap**

Describe your organization's current state and agile ambitions. Write:

*Create a 6-month agile transformation roadmap. Include: 1) Month 1-2: Quick wins (what to start immediately), 2) Month 3-4: Foundation building (training, tooling, process changes), 3) Month 5-6: Scaling (extending to more teams). For each phase: activities, success metrics, common pitfalls, and change management actions.*

**TIP:** Agile transformation fails when it's done TO teams instead of WITH them. Include the team in every decision.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 95****Velocity-Based Release Forecasting**

Paste your velocity data and remaining backlog. Write:

*Based on our velocity data and remaining backlog: 1) When will we finish if velocity stays stable?, 2) What's the optimistic date (velocity +20%)?, 3) What's the pessimistic date (velocity -20%)?, 4) Which features can we commit to by [date]?, 5) What needs to be cut to hit the deadline? Present as a release burn-up narrative.*

**TIP:** Give stakeholders a range, never a single date. "Between week 12 and 16" is honest; "week 14" is a promise you can't keep.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

## PROMPT 96

### Technical Debt Prioritization

List your known technical debt items. Write:

*Prioritize this technical debt backlog for a product owner: [paste items]. For each item assess: 1) Business impact if not fixed (who suffers and how), 2) Risk of delay (what breaks or slows down), 3) Effort to fix (T-shirt size), 4) Dependencies on other work. Recommend a priority order with rationale. Identify any items that should be embedded in upcoming feature work instead of standalone.*

**TIP:** Frame tech debt in business language. 'Refactor the API' means nothing to a sponsor. 'Reduce customer wait time by 3 seconds' does.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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## CATEGORY 11: GOVERNANCE & COMPLIANCE (Prompts 97-104)

### PROMPT 97

#### AI Governance Framework for Your Project

Describe how your project uses AI. Write:

*Create an AI governance framework for our project. Include: 1) Which AI tools are approved, 2) Which data can/cannot be used in AI, 3) Quality control of AI output (who verifies), 4) Documentation requirements (prompts and output), 5) Escalation (what do we do when AI gives wrong output), 6) EU AI Act compliance (which of the 4 risk buckets does our use fall in?). Format as policy document.*

**TIP:** EU AI Act goes fully live August 2026 for the financial sector. Start governance NOW.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 98

#### GDPR Check for Project Data

Describe what data the project handles. Write:

*Review our project's data handling for GDPR compliance. Identify: 1) Personal data we process, 2) Legal basis for processing, 3) Data processing agreements that are missing, 4) Retention periods, 5) Data we send to AI tools (is it lawful?). Flag critical gaps with recommended actions.*

**TIP:** If you use personal data in AI prompts, that's data processing. Check with your DPO.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 99

#### Decision Audit Trail

Describe the project and key decisions. Write:

*Create a decision log template. For each decision: 1) ID, 2) Date, 3) Decision, 4) Rationale, 5) Alternatives considered, 6) Who decided, 7) Impact, 8) Status (active/superseded). Seed it with the 5 most important decisions in the project.*

**TIP:** A decision log is your legal backbone. When someone asks 'why did we do that?', you have the answer.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 100

#### Compliance Mapping

Describe your project and regulatory requirements. Write:

*Map our project deliverables against these regulatory requirements: [requirements]. For each: 1) What does it require of us?, 2) Which deliverable addresses it?, 3) Are we compliant (yes/partially/no)?, 4) What's missing? Format as compliance matrix.*

**TIP:** A compliance matrix is the first thing an auditor asks for. Have it ready from the start.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 101****Project Governance Setup**

Describe the project size and context. Write:

*Design a governance structure for this project. Include: 1) Steering committee (composition, frequency, mandate), 2) Project forum (who, when, what), 3) Escalation model (what gets escalated when), 4) Reporting model (who gets what, when), 5) Decision matrix (who decides what). Keep it simple.*

**TIP:** The bigger the project, the more important the governance. But governance should enable, not slow down.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 102****Data Classification for AI Use**

Describe the types of data your project handles. Write:

*Create a data classification guide for AI use in our project. For each data category: 1) Classification (public/internal/confidential/restricted), 2) Can it be used in AI tools? (yes/no/with conditions), 3) Required anonymization steps, 4) Which AI tools are approved for this data level, 5) What to do if data is accidentally entered into an unapproved tool. Format as quick-reference card.*

**TIP:** Data security was the #1 AI barrier at PMI SeminarWorld (50 votes). This prompt gives your team clear rules.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 103****Ethical AI Impact Assessment**

Describe your AI use case in the project. Write:

*Conduct an ethical impact assessment for our AI use: 1) Who benefits and who might be disadvantaged?, 2) Transparency -- do users know AI is involved?, 3) Fairness -- could the AI output be biased?, 4) Accountability -- who is responsible for AI decisions?, 5) Human oversight -- when must a human review AI output?, 6) Overall risk rating and recommended safeguards.*

**TIP:** Ethical AI isn't just compliance -- it's competitive advantage. Organizations that get it right build more trust.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 104****Audit Preparation Checklist**

Describe the audit type and scope. Write:

*I have a [type] audit coming up for my project. Create a preparation checklist: 1) Documents I need to have ready (with status template), 2) Key questions the auditors will likely ask, 3) Common findings in similar audits and how to prevent them, 4) People I should brief before the audit, 5) Timeline: what to do 2 weeks, 1 week, and 1 day before. Format as actionable checklist.*

**TIP:** Audits reward preparation, not perfection. Show you have a system, even if it has gaps.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

## CATEGORY 12: STRATEGY & PORTFOLIO (Prompts 105-118)

### PROMPT 105

#### Portfolio Prioritization

Paste the list of projects with data. Write:

*Prioritize this project portfolio. For each project, evaluate: 1) Strategic alignment (1-5), 2) ROI, 3) Risk, 4) Resource requirements, 5) Speed to value (time-to-value). Rank them overall. With a budget of [X] currency: which projects should we run, and which should we drop or defer?*

**TIP:** Upload your strategy document as context for more accurate alignment scoring.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 106

#### What-If Scenario Analysis

Describe your portfolio and the scenario to test. Write:

*Analyze this what-if scenario for our portfolio: [scenario, e.g., "budget reduced by 20%"]. Show: 1) Which projects are affected, 2) Consequence for each, 3) Suggest 3 alternative portfolio configurations, 4) Recommend the best option with rationale.*

**TIP:** Run 3 scenarios: optimistic, realistic, pessimistic. Be prepared for all three.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 107

#### Benefits Realization Tracking

Describe the project and promised benefits. Write:

*Create a benefits realization plan. For each promised benefit: 1) Description, 2) Measurement method (KPI), 3) Baseline (what's the current state), 4) Target (what it should become), 5) When we measure, 6) Who owns the benefit realization. Flag benefits that are at risk.*

**TIP:** Most projects track deliverables, not benefits. Benefits are what your sponsor actually bought.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 108

#### 2-Minute Project Pitch

Describe your project proposal. Write:

*Rewrite this project proposal as a 2-minute elevator pitch. Structure: 1) The problem (15 sec), 2) The solution (15 sec), 3) The value in currency/time (15 sec), 4) What I need from you (15 sec), 5) Next step (10 sec). Write as talking points, not prose.*

**TIP:** Practice out loud. Two minutes is shorter than you think. Time it.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 109****Strategic Roadmap**

Describe the program and long-term goals. Write:

*Create a strategic roadmap for the next 12 months. Show: 1) Quarterly goals (Q1-Q4), 2) Key deliverables per quarter, 3) Dependencies between quarters, 4) Resource needs per phase, 5) Risks per phase. Format so it can be shown on one slide.*

**TIP:** A roadmap is a communication tool, not a detailed plan. Keep it at helicopter level.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 110****Portfolio Dashboard Summary**

Paste data for your project portfolio. Write:

*Create a portfolio dashboard summary: 1) Total number of active projects by status (green/amber/red), 2) Top 3 cross-project risks, 3) Resource utilization overview (over/under capacity), 4) Budget status across portfolio, 5) Key decisions needed this month, 6) Projects to watch (trending from green to amber). Format for executive presentation.*

**TIP:** Portfolio managers need the ability to zoom in and zoom out. This prompt gives the zoom-out view.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 111****Program Dependency Matrix**

Describe the projects in your program. Write:

*Create a dependency matrix for these projects: [list]. For each pair: 1) Type of dependency (data, deliverable, resource, technology), 2) Direction (which depends on which), 3) Current status (on track/at risk), 4) Impact of delay (days/cost), 5) Mitigation action. Highlight the 3 most critical dependencies.*

**TIP:** Cross-project dependencies are the #1 killer in program management. Make them visible weekly.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 112****Program Status Consolidation**

Paste status reports from multiple projects. Write:

*Consolidate these individual project status reports into one program-level summary: 1) Overall program RAG status with justification, 2) Each project's status in one sentence, 3) Cross-project issues and dependencies, 4) Escalations that need program board attention, 5) Key achievements this period. Max 1 page.*

**TIP:** Audience wish: "Collect status reports and consolidate." This prompt does exactly that.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 113****Portfolio Balancing Analysis**

Describe your portfolio composition. Write:

*Analyze our portfolio balance across these dimensions: 1) Risk profile (how many high-risk vs. low-risk projects?), 2) Time horizon (short-term vs. long-term value), 3) Strategic themes (are all strategy pillars covered?), 4) Resource distribution (are we spread too thin?), 5) Innovation vs. maintenance ratio. Recommend rebalancing actions.*

**TIP:** A balanced portfolio is like a balanced investment fund. Too much risk in one area can sink everything.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 114****Cross-Project Resource Optimizer**

Describe shared resources across projects. Write:

*Analyze resource conflicts across these projects: [list projects and shared resources]. For each conflict: 1) Who is overallocated and where, 2) Impact on each project if they're pulled, 3) Suggest optimal allocation that minimizes total project risk, 4) Draft a recommendation to the portfolio board with trade-offs clearly stated.*

**TIP:** Resource conflicts are inevitable. The question isn't IF but HOW you resolve them transparently.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 115****Too Many Projects Analyzer**

List all active projects and available team size. Write:

*We have [X] active projects and [Y] people. Analyze: 1) Is this sustainable? (use industry benchmarks), 2) Which projects are starved of resources?, 3) What's the cost of context-switching across this portfolio?, 4) Recommend: which projects to pause, kill, or protect. Support with rationale leadership can act on.*

**TIP:** "Too many projects" was a top audience pain. This prompt gives you the data to say NO with evidence.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 116****Strategic Alignment Assessment**

Paste your organization's strategy and project list. Write:

*Assess how well each project aligns with our strategy. For each project: 1) Which strategic objective does it support?, 2) Alignment score (1-5), 3) Does it enable other strategic initiatives?, 4) Would stopping it hurt our strategy? Create a strategic alignment matrix and flag projects with weak alignment.*

**TIP:** Projects without strategic alignment are the first candidates for the cut list. Be honest about it.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 117****Lessons Across Projects**

Paste lessons learned from multiple projects. Write:

*Analyze lessons learned from these [X] projects. Identify: 1) Recurring patterns (what keeps going wrong?), 2) Systemic issues (organizational, not project-specific), 3) Best practices that should be standardized, 4) Recommended process changes at portfolio level, 5) Training or capability gaps to address. Prioritize by frequency and impact.*

**TIP:** Individual project lessons are nice. Portfolio-level patterns drive real organizational improvement.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**PROMPT 118****Kill or Continue Decision Framework**

Describe the struggling project. Write:

*This project is struggling: [describe situation]. Help me decide whether to kill it, pivot, or continue: 1) Sunk cost vs. remaining investment needed, 2) Original business case -- is it still valid?, 3) Opportunity cost of continuing (what else could this team do?), 4) Political and organizational consequences of killing it, 5) Pivot options that salvage value, 6) Clear recommendation with decision criteria. Be brutally honest.*

**TIP:** The hardest PM decision is stopping a project. This prompt gives you the framework to make the case.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

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**CATEGORY 13: COPILOT M365 -- SPECIFIC PROMPTS (Prompts 119-122)****PROMPT 119****Copilot in Teams: Meeting Recap**

During or after a Teams meeting with transcription on:

*Summarize this meeting. Give me: decisions, action items with owner and deadline, and unresolved questions.*

**TIP:** Turn transcription on BEFORE the meeting starts. Copilot can only summarize what it heard.

Works in: Copilot M365

**PROMPT 120****Copilot in Outlook: Smart Email Reply**

Open the email you want to reply to. Type in Copilot:

*Write a reply that: 1) Confirms receipt, 2) Addresses their 3 questions point by point, 3) Suggests a meeting next week. Tone: professional but friendly.*

**TIP:** Copilot in Outlook knows the context. It knows who's writing and can match the tone.

Works in: Copilot M365

**PROMPT 121****Copilot in Word: Project Brief**

Open a new Word document. Type in Copilot:

*Write a project brief for [project]. Include: background, goals, scope, timeline, budget estimate, organization, risks. Use professional language. Format with headings and sub-sections.*

**TIP:** Start with Copilot's draft and customize with your domain knowledge. 10x faster than starting from scratch.

Works in: Copilot M365

**PROMPT 122****Copilot in Excel: Data Analysis**

Open your spreadsheet with project data. Type in Copilot:

*Analyze this data. Show: 1) Trends over time, 2) Outliers, 3) Average and standard deviation, 4) Suggest a chart that tells the most important story.*

**TIP:** Use the "Analyst" agent for data work. Copilot in Excel can create formulas, pivot tables, and charts -- but it needs structured data.

Works in: Copilot M365

**PROMPT 123****Copilot in PowerPoint: Manage Expectations!**

Open PowerPoint. Type in Copilot:

*Create a presentation about [topic] for [audience]. Include: title slide, agenda, 5 content slides with key points, and a summary slide. Keep it visually clean with minimal text per slide.*

**TIP:** Copilot creates a first draft. You'll spend time customizing the design and content. Be patient!

Works in: Copilot M365

**PROMPT 124****Copilot in Teams Chat: Channel Summary**

In a Teams channel with many messages. Write:

*Summarize what happened in this channel in the last 7 days. Focus on: decisions, deadlines, and open questions.*

**TIP:** Perfect for Monday morning. Get an overview of what you missed without reading 200 messages.

Works in: Copilot M365

**PROMPT 125****Copilot Agent: Project Status Bot**

In Copilot Agent Builder ([copilot.microsoft.com](https://copilot.microsoft.com)):

*Instructions for the agent: You are a project status assistant for [project name]. You help the team find latest status, next milestone, open risks, and action items. Answer concisely and precisely. Always reference the source. Say honestly when you don't know.*

**TIP:** Add your project plan, latest status reports, and risk register as knowledge sources.

Works in: Copilot M365

**PROMPT 126****Copilot Agent: Meeting Prep Bot**

In Copilot Agent Builder:

*Instructions: You prepare me for meetings. When I give you a meeting topic, find relevant documents, recent decisions, and open questions from Teams channels and SharePoint. Structure your answer as: 1) Background, 2) Recent decisions, 3) Open items, 4) Suggested questions.*

**TIP:** Link the agent to your Teams channels and SharePoint sites. That's where the context lives.

Works in: Copilot M365

## CATEGORY 14: ADMIN & TIME SAVERS (Prompts 127-138)

### PROMPT 127

#### Email Inbox Zero Strategy

Describe your email overload situation. Write:

*I have [X] unread emails. Help me create a triage system: 1) Categorize email types I typically receive, 2) For each type: respond/delegate/defer/archive, 3) Create template responses for the 5 most common email types, 4) Suggest rules to auto-sort incoming emails, 5) A daily email routine that takes max 30 minutes.*

**TIP:** Email is the biggest hidden time thief. A system saves hours per week.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 128

#### Weekly Planning Template

Describe your role and typical week. Write:

*Create a weekly planning template for a project leader. Include: 1) Monday morning review ritual (15 min), 2) Daily focus blocks for deep work, 3) Standing meeting slots, 4) Friday wrap-up and next-week prep (15 min), 5) Buffer time for unplanned issues (20%). Optimize for both productivity and sustainability.*

**TIP:** The audience said "time" more than any other word. This prompt gives you structure to reclaim it.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 129

#### Overdue Task Tracker

Paste your task list with deadlines. Write:

*Analyze this task list and flag: 1) Overdue tasks (sorted by how late), 2) Tasks due this week, 3) Tasks with no owner assigned, 4) Tasks blocked by dependencies. For overdue items: suggest a realistic new deadline and draft a follow-up message to the responsible person. Tone: professional, not accusatory.*

**TIP:** Tracking overdue tasks was a top audience wish. This turns your messy list into actionable follow-ups.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 130

#### Report Generator from Raw Data

Paste raw project data (from Jira, spreadsheets, etc.). Write:

*Transform this raw data into a professional project report. Include: 1) Summary of progress, 2) Key metrics with trends, 3) Blockers and risks identified from the data, 4) Recommended actions, 5) Visual-friendly format I can paste into a PowerPoint or email.*

**TIP:** "Auto-generate status reports" was the most requested automation. Paste messy data, get polished output.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 131****Presentation Outline Builder**

Describe the presentation topic and audience. Write:

*Create a presentation outline for a [X]-minute presentation about [topic] for [audience]. Include: 1) Opening hook (grab attention), 2) Key messages (max 3), 3) Supporting data/stories for each message, 4) Transitions between sections, 5) Strong closing with call to action, 6) Suggested slide titles. Optimize for impact, not information dump.*

**TIP:** "Build presentations" was a top wish. This gives you the structure -- you add the substance.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 132****Administrative Task Automator**

Describe your recurring admin tasks. Write:

*Analyze these recurring administrative tasks: [list]. For each: 1) Can it be automated or semi-automated with AI?, 2) If yes, write the specific prompt or workflow, 3) Estimated time savings per week, 4) Required tool (Copilot/ChatGPT/Claude/other), 5) Setup effort (one-time). Prioritize by time savings.*

**TIP:** "All the boring admin work" was the #1 wish. This prompt is your personal automation audit.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 133****Follow-Up Email Generator**

Describe what you're following up on and with whom. Write:

*Write a follow-up email for [topic] to [person/group]. Context: [what was agreed, when, current status]. Tone: friendly but clear that action is needed. Include: 1) Reminder of the agreement, 2) Current status, 3) Specific ask with deadline, 4) Offer to help if blocked. Keep under 100 words.*

**TIP:** Following up is 50% of project management. AI makes it less painful and more consistent.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 134****Document Comparison Helper**

Describe two versions of a document. Write:

*Compare these two document versions and give me: 1) What changed (additions, deletions, modifications), 2) Significance of each change (cosmetic/substantive/critical), 3) Changes that affect project scope, timeline, or budget, 4) Recommendation on whether to accept each change. Format as table.*

**TIP:** Upload both versions as context. AI can spot changes across 50-page documents in seconds.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 135****Data Anonymizer for AI Use**

Paste the text you want to use with AI but contains sensitive data. Write:

*Anonymize this text for safe AI use. Replace: 1) Person names with [Person A], [Person B], etc., 2) Company names with [Company X], etc., 3) Financial figures with proportional placeholders, 4) Dates with relative references, 5) Any PII or sensitive identifiers. Give me both the anonymized version AND a key so I can de-anonymize the output.*

**TIP:** When you can't share real data with AI, anonymize first. This keeps you compliant and still productive.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 136****Handover Document Generator**

Describe the project/role being handed over. Write:

*Create a project handover document. Include: 1) Project overview and current status, 2) Key stakeholders and relationships (who to talk to about what), 3) Open decisions and their context, 4) Risks and watch items, 5) Where to find everything (documents, tools, access), 6) Unwritten rules and team dynamics the successor should know, 7) Immediate priorities for the first 2 weeks.*

**TIP:** The best handovers include the unwritten knowledge. AI helps you structure it -- you add the institutional memory.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 137****RFP Response Evaluator**

Paste vendor RFP responses. Write:

*Evaluate these RFP responses side by side. Compare: 1) Solution fit (how well does each address our requirements?), 2) Pricing model (total cost comparison), 3) Implementation timeline, 4) SLA commitments, 5) Red flags or contradictions, 6) References and track record. Create a weighted scoring matrix and recommend a shortlist of top 2-3 vendors.*

**TIP:** Vendor evaluation was an explicit audience use case. Upload all responses and let AI do the heavy comparison.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 138****PM Methodology Combiner**

Describe the methodologies you need to blend. Write:

*Combine elements from [methodology 1] and [methodology 2] for my specific context: [describe]. Help me: 1) Pick the best practices from each, 2) Resolve conflicts between the two, 3) Create a unified process that fits our organization, 4) Address emotional intelligence and soft skills alongside process, 5) Create a one-page visual of the combined approach.*

**TIP:** One audience member asked to "merge PMI and PRINCE2 with EQ." This prompt does exactly that -- customized to your context.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

## CATEGORY 15: CONTEXT ENGINEERING -- ADVANCED PROMPTS (Pro)

### PROMPT 139

#### Role-Play: AI as Devil's Advocate

Paste your plan or decision. Write:

*You are a skeptical steering committee chair with 20 years of experience in the financial sector. Challenge this plan. Find gaps, unrealistic assumptions, and risks I've overlooked. Be direct. Give me the 5 toughest questions you would ask.*

**TIP:** Role-playing is one of the most powerful prompt techniques. The more specific the role, the better the output.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 140

#### Chained Prompt: From Strategy to Tasks

Start with the strategic goal. Write:

*Step 1: Take this strategic goal and break it into 3-5 initiatives. Step 2: For each initiative, identify deliverables. Step 3: For each deliverable, define tasks with estimates. Step 4: Identify cross-cutting dependencies. Show each step separately so I can validate along the way.*

**TIP:** Chained prompting gives better results than asking for everything at once.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 141

#### Context-Loaded Risk Analysis

Upload project brief + contract + latest status report. Write:

*You now have 3 documents as context. Based on ALL three: 1) Identify risks that emerge across the documents, 2) Find inconsistencies between plan and status, 3) Find contractual commitments that are at risk based on current status. Be specific with references to the documents.*

**TIP:** More context = better analysis. This is context engineering in practice.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

### PROMPT 142

#### Iterative Improvement: 3 Passes

Paste your first draft. Write:

*Pass 1: Read this draft and give me 5 improvement suggestions. Pass 2: Implement the improvements and show the new version. Pass 3: Proofread for language, consistency, and professionalism. Mark all changes so I can see what changed and why.*

**TIP:** A document that goes through 3 passes is always better than one that goes through 1.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 143****Persona-Based Feedback**

Paste your document. Write:

*Read this document from 3 different perspectives and give feedback from each: 1) My project sponsor (will look at value and ROI), 2) My tech lead (will look at technical feasibility), 3) The end user (will look at what changes for them). Each perspective: 3 strengths and 3 concerns.*

**TIP:** This technique reveals blind spots you'd never find alone.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 144****Template Generator**

Describe the template you need. Write:

*Create a reusable template for [document type] that fits our context: [describe organization and project]. Include: 1) Sections with placeholder text, 2) Instructions for whoever fills it in, 3) Examples for each field. Format so it can be used directly.*

**TIP:** A good template saves time every single time. Invest once, benefit forever.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 145****System Instruction for Your PM Project**

Describe your project and AI usage. Write:

*Write a system instruction I can use in [Copilot Agent / ChatGPT Project / Claude Project / Gemini Gem] for my project. Include: 1) Role (who is the AI), 2) Context (project domain and constraints), 3) Tasks (what should it help with), 4) Tone and format, 5) Boundaries (what must it NOT do). Max 500 words.*

**TIP:** This is meta-prompting. You're prompting the AI to write the perfect prompt for itself.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 146****Prompt Iteration Exercise**

Take one of the prompts in this guide. Write:

*I used this prompt: [paste]. The result was [describe output]. Improve the prompt so it gives better output next time. Explain what you changed and why. Give me the new prompt ready to copy-paste.*

**TIP:** Improving your prompts is a skill. The more you practice, the better you get.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 147****Meta-Prompt: Let AI Create Your Prompt**

Describe your task in natural language. Write:

*I'm a project leader and need help with [describe the task]. Write the perfect prompt I can use to get the best result. Include: role, context, task, format, and constraints. Give me the prompt ready to copy-paste.*

**TIP:** Meta-prompting is the fastest path to good prompts. You don't need to be a prompt expert -- you just need to describe what you need.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 148****Your Personal Prompt Library**

After using 5-10 prompts from this guide. Write:

*Based on my last [X] conversations with you, identify: 1) The 5 task types I use you most for, 2) Prompt patterns that give me the best results, 3) Suggest 5 new prompts tailored to my way of working. Format as my personal prompt library.*

**TIP:** The best prompt guide is the one you build yourself over time. Start with this one -- and make it your own.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 149****AI Pair Review**

Paste any AI-generated output you're about to send. Write:

*Review this AI-generated [document type] before I send it. Check for: 1) Hallucinated facts or invented numbers, 2) Overly generic statements that don't add value, 3) Tone consistency (does it sound like a real PM wrote it?), 4) Missing nuance that a human would add, 5) Anything a senior stakeholder would question. Give me a revised version with your improvements.*

**TIP:** Never send AI output unchecked. This prompt is your quality gate -- the 30-second review that prevents embarrassment.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

**PROMPT 150****Build Your Own AI Workflow**

Describe a repetitive task you do every week. Write:

*I do this task every [frequency]: [describe task]. Design a complete AI workflow for it: 1) Input: what I need to prepare/paste, 2) Prompt: the exact prompt to use, 3) Output: what I should get, 4) Review: what I need to check before using the output, 5) Tool: which AI tool works best for this. Test the workflow with a realistic example.*

**TIP:** The real power of AI isn't one-off prompts -- it's repeatable workflows. Build one, save hours every week.

Works in: Copilot | ChatGPT | Claude | Gemini | LeChat

# 150 prompts | 15 categories | Ready to copy-paste

Built from 100+ responses at PMI SeminarWorld Copenhagen 2026.

Your pains --> your prompts.

## Stefano Vincenti

AI Consultant & External Lecturer, ITU Copenhagen

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