AI PROJECT CYCLE

A.I
In Project Management

Deployment

Project Planning

TRAINING DETAILS
Duration : 1 Day
Training Hour : 9am to 5pm

AI modelling

Data acquisition & exploration

RECOMMENDED PARTICIPANTS:
Project Team/Managers, Team Leaders, Operation & Admin who want to improve efficiency and reduce manual workload

Training Objectives

1. Build foundational AI knowledge for project managers
2. Understand how AI can be applied across the project lifecycle
3. Learn to use beginner-friendly AI tools in daily project work
4. Guide learners to use AI to improve project outcomes and team productivity

Learning Outcomes:

By end of the session, the learners will be able to:

1. Explain basic AI concepts and their relevance to project management
2. Identify practical use cases of AI in different project phases
3. Apply 1-2 AI tools to streamline tasks like planning, tracking, and reporting
4. Evaluate the risks and limitations of using AI in projects

Training Approach/ Methods

• QA session, Interactive Group discussion with case studies, group tasks and video sharing

Assessment Methods:
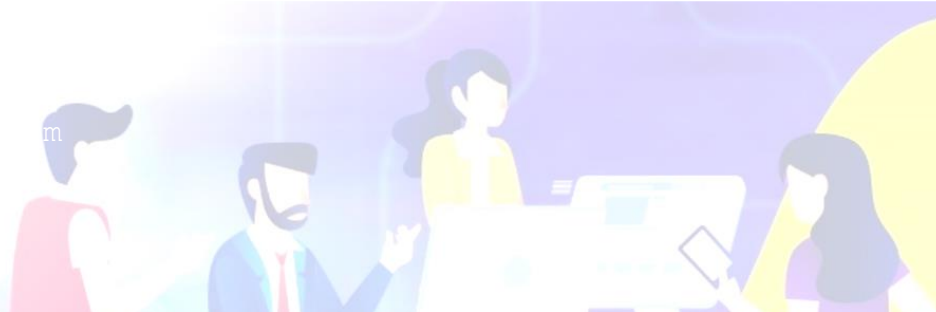
• Group Tasks, Individual Work

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COURSE CONTENTS

	Topics/ Modules Description
9.00am – 10.00am	**Module 1: What Is AI and Why Should Project Managers Care?** This module provides foundational understanding of AI and its value to PMs. • What is AI? (machine learning, automation, generative AI) • Real-life examples of AI in daily work (not just for techies) • Why AI matters in modern project management
10.00am– 10.30am	Module 2: Where Can AI Help in the Project Lifecycle? Part 1 In this module will help learner to explore how AI supports the 5 project management stages. • Initiation: Use AI to generate project briefs or proposals • Planning: AI for task breakdowns, timelines, budgets • Execution: Assign tasks and monitor progress with AI • Monitoring: Predict delays and risks using AI tools • Closing: Summarize reports and lessons learned with AI
10.30am–11.00am	Morning Coffee Break

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11.00am-11.45am	**Module 2: Where Can AI Help in the Project Lifecycle? Part 2** In this module will help learner to explore how AI supports the 5 project management stages. • Initiation: Use AI to generate project briefs or proposals • Planning: AI for task breakdowns, timelines, budgets • Execution: Assign tasks and monitor progress with AI • Monitoring: Predict delays and risks using AI tools • Closing: Summarize reports and lessons learned with AI
11.45am – 1.00pm	**Module 3: Practical AI Tools for Project Managers** This module introduces beginner-friendly AI tools to support project work without requiring technical skills. • Overview of popular AI tools (e.g. ChatGPT, Notion AI, etc) • How these tools assist in planning, task management, and reporting • Basic prompts and real-life use cases
1.00pm -2.00pm	Lunch Break

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2.00pm – 3.30pm	**Module 3 Practice +** **Module 4: What Are the Risks and Limits of AI?** • AI is a helper, not a replacement • Risks: data privacy, misinformation, lack of judgment • The importance of asking the right questions (prompt quality)
3.30pm – 4.00pm	Tea Break
4.00pm – 4.45pm	**Module 5: Create Your AI-Powered PM Workflow** This module guides learners to develop a personalized AI action plan for their work. • Identify 5 repeatable tasks to automate with AI • Build a personal checklist of useful AI tasks • How to promote AI usage in your team or organization
4.45pm –5.15pm	**Wrap-Up and Action Planning** This session will help participants consolidate their learnings and create actionable steps to implement in their work. • Summary and key takeaways • Reflective time • Q&A session

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Yi Jing

HRD Corp Accredited Trainer

Empowering SMEs to Transform Business Strategies into Practical, Team-Driven Action Plans

Background

8+ years of cross-industry project management experience across Malaysia and Taiwan. Led 16 Equity Crowdfunding projects in Malaysia, raising RM27mil+ and managed Malaysia's largest ECF campaign — RM10mil in 4 days. Oversaw urban development projects including Affordable Housing & Urban Renewal.

Specialization

Specializing in project management and team building training for SMEs. My sessions turn business goals into clear, actionable team strategies with practical tools and interactive methods.

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