

# Empowering Project Managers

With GenAI Tools

Completed by: \_\_\_\_\_

Date:

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# Agenda

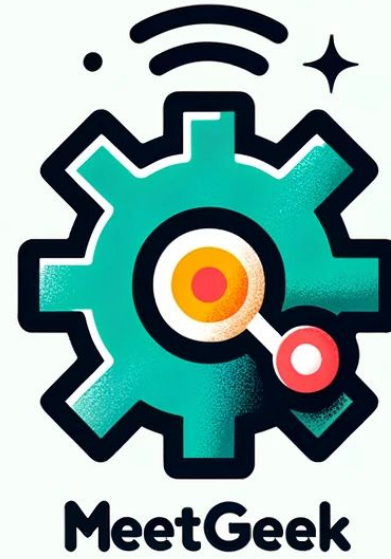
1. Introduction to the "Empowering Project Manager"
2. Implementation phases and training strategy
3. Impact and potential challenges

# Background

Scheduling  
Resource Demand Prediction  
Cost Estimation  
Quality Assurance  
Documentation Testing  
Project Planning  
Resource Allocation

75%

Introduction to the  
'Empowering  
Project  
Manager'



# Chat GPT

- Automate Routine Tasks - **sec**
- Enhance Team Collaboration
- Risk Management and Decision Support
- Project Documentation



# MeetGeek

MeetGeek Home Use cases Features Resources Integrations Pricing Log In Sign Up For Free Request Demo

Your Personalized AI Meeting Automation platform

## Maximize the value of your meetings

Automatically video record, transcribe, summarize, and share granular insights from every meeting to any tool.

Sign Up for Free Watch Demo

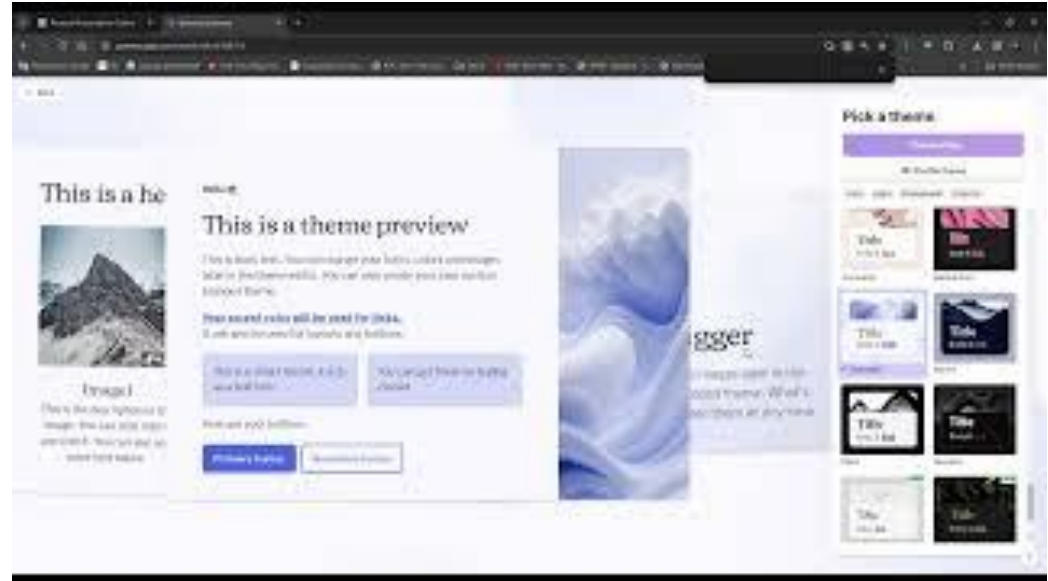
No credit card required.

Works with Slack Google Facebook

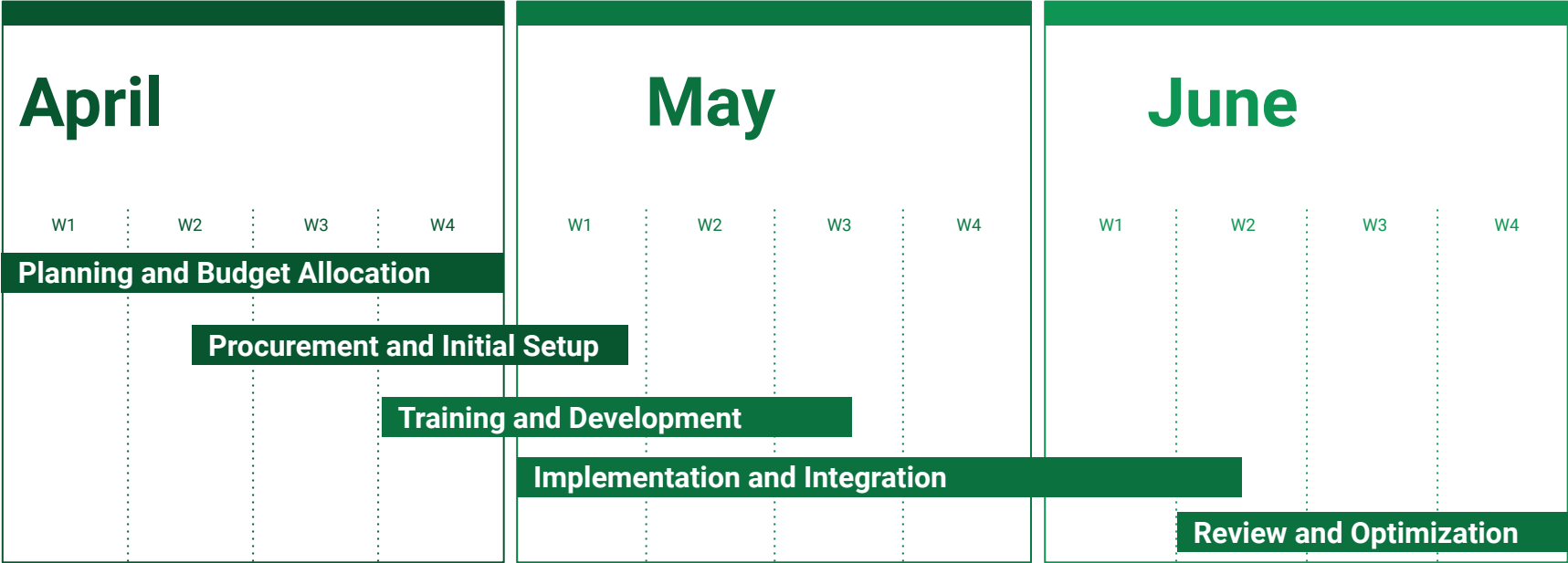
- Automated Meeting Summaries
- Action Item Tracking
- Enhanced Accessibility of Meeting Insights
- Improved Stakeholder Communication
- Knowledge Management

# Gamma

- Rapid Content Creation - 1 min
- Enhancing Collaboration
- Integrations for Streamlined Workflow
- Customization and Interactive Content



# Implementation phases and training strategy



# Implementation phases and training strategy

<b>Planning and Budget Allocation</b>	<b>Procurement and Initial Setup</b>	<b>Procurement and Initial Setup</b>	<b>Implementation and Integration</b>	<b>Review and Optimization</b>
Evaluate the specific needs of the organization and how each tool can meet these needs	Purchase software licenses	Conduct training sessions for team members	Fully integrate SW into daily workflows.	Conduct a review of the implementation process and the effectiveness of each tool
Identify key team members who will lead the implementation process for each tool	Initial setup of each tool, including the creation of user accounts for team members	Develop custom use cases and templates for each tool to fit organizational needs	Start using each tool for specific projects and tasks.	Optimize workflows and usage based on findings from the review.
Determine the budget for software licenses and training sessions				

# Training schedule

Date	Topic	Notes
April 12	Introduction to Project Management	Overview of PM principles
April 14	Getting Started with ChatGPT	Basic commands and integration
April 18	MeetGeek: Enhancing Team Meetings	Setup and meeting analytics
April 21	Gamma: Creating Engaging Presentations	Design principles and AI features
April 25	Using ChatGPT for Daily Tasks	Automating routine tasks
April 28	Advanced ChatGPT Features	Custom models and complex queries
May 2	Integrating MeetGeek with Your Workflow	Streamlining meeting schedules and documentation
May 5	Gamma for Advanced Presentation Techniques	Dynamic content and interactivity
May 9	Project Management with ChatGPT	Tracking progress and managing tasks
May 12	Review and Feedback: MeetGeek Sessions	Collecting and acting on team feedback
May 15	Gamma Project Showcase	Presenting projects created with Gamma

# Impact and potential challenges

<b>Impact</b>	<b>Challenges</b>
Increased Efficiency	Adoption Resistance
Enhanced Decision Making	Training Requirements
Improved Communication	Dependency on Technology
Engaging Presentations	Data Privacy and Security
Innovation and Creativity	Integration with Existing Systems

# Conclusion

## **Today we've discussed:**

1. "Empowering Project Manager" project and GenAI tools
2. Implementation phases of the project and training strategy
3. Impact and potential challenges

# Thank you!

Send your questions to

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