Cheatography

Chat GPT for Project and Product Managers Cheat Sheet
by Natalie Moore (NatalieMoore) via cheatography.com/19119/cs/39203/

Some Project Management use cases

Task Planning and Scheduling	Get AI-based suggestions for project schedules and tasks distribution, based on factors like team size, project complexity, and deadlines.
Risk Management	Receive predictive analysis for potential risks, along with AI-driven strategies to mitigate them.
Communication	Facilitate improved communication within the team, and with the client, including generating concise project update summaries, drafting emails, and setting up meeting agendas.
Resource Allocation	Get AI recommendations for optimal resource distribution and allocation, considering factors like employee skill sets, task requirements, and availability.
Documentation	Leverage AI for creating reports and white papers to drafting proposals and technical requirements

Writing effective prompts

Be Explicit	Make your instructions as clear as possible. If you're looking for a specific format, indicate that in the prompt. The more detail you provide, the better the AI can meet your requirements.

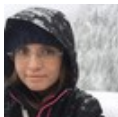## Writing effective prompts (cont)

Specify the Desired Length	If you want a concise response, you can add phrases like "in one sentence" or "in a paragraph." For a more detailed response, specify that you'd like a longer, more comprehensive answer.
Ask Open-ended Questions	Instead of asking yes/no questions, opt for open-ended ones. They allow the AI to provide more detailed and informative responses.
Use Examples	If possible, provide examples of the kind of output you want. This helps to set the context and guide the AI's response.
Guided Prompts	For more complex tasks, break down the prompt into a series of smaller, guided prompts. This can lead to more accurate and coherent results.
Control the Tone	Indicate the tone of the response you'd like. If you want a formal response, state that in the prompt. If you want it to be casual or humorous, indicate that as well.

Creative, role-specific prompts

Improvise a Stakeholder Conversation	"Act as a project manager explaining to a stakeholder why the project deadline needs to be extended, in a calm and persuasive manner."

Creative, role-specific prompts (cont)

Create a Risk Assessment	Using this context from the proposal evaluate potential risks for the software development project. List the top fifteen risks and potential mitigation strategies: [insert context]
Write a PBI	Based on this message from the client can you please create a PBI in the format of [your preferred format]. [Insert client correspondence]
Create a task list	Based on the project we have been discussing identify tasks that I will delegate to team members for a project kickoff meeting.
Product Feature Justification	Act as a product manager convincing the client why a specific feature should be prioritised in the product roadmap
User Feedback Interpretation	As product manager interpret this user feedback about the latest version of the system. Identify the main concerns and suggest ways to address them in our next update.

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Creative, role-specific prompts (cont)

Draft a solution design document	As a product manager please analyse the following proposal documentation, and draft a design brief that includes the following topics [Project Objectives, Solution overview, solution artefacts, front end features, submission process, approval task workflow overview, permissions and groups] include any suggestions or ask for any information you believe would help you provide a comprehensive solution design: [Copy and paste all relevant info from the proposal / engagement contract]

Some Product Management use cases

Product Roadmap	Leverage AI-powered insights for roadmap planning and priority setting.
Market Analysis	Gain a deeper understanding of the market trends and competitive landscape using AI capabilities.

Some Product Management use cases (cont)

Customer Feedback Analysis	Use AI to analyse customer feedback, identify key sentiment trends, and prioritise feature requests.
Product Launch and Marketing Strategies	Get AI-driven suggestions for product launch strategies, marketing plans, and promotional content.

Example Prompts

Draft a project update email for stakeholders highlighting our progress in a positive and professional tone.

Generate a risk analysis report for the software development project we have been discussing, with a team of 10 people, in bullet points.

Summarise the key features of our product in a one-paragraph description suitable for marketing materials.

Create a roadmap for our product development for the next quarter, considering our focus on user experience improvements.

Translate the following technical specifications document into simple language for our non-technical stakeholders.

NOTE: Chat GPT remembers the context of the conversation. If you're working on multiple projects, have multiple chat sessions - one for each project.

Remember

Remember, effective prompting is a skill that can be honed with practice and experimentation. Don't be afraid to refine your prompts and iterate on them to improve the quality of the AI's responses.

Qualifiers

Words that help specify the type or nature of the response you want.

Consise	Detailed	Technical
Non-technical	Formal	Informal
Humourous	Serious	Positive
Negative	Neutral	Persuasive
Analytical	Creative	

Contextual Indicators

Words or phrases that provide context or establish the setting.

As a project manager	From a product management perspective	In the context of a SharePoint development project
Considering market trends in [industry]	Based on user feedback	Keeping our discussed roadmap in mind

Prompt best practices

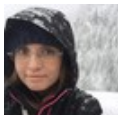|	
Act as	Give ChatGPT an identity ("act as…") and an intended audience.
Context	Offer and give specific context.
Relevant info	Include helpful and relevant information upfront.
Include	Highlight what information to include.
Exclude	Highlight what information to exclude.
Tone	Choose a relevant tone of voice and writing style.
Length	Include the length you would like (e.g. under 280 characters for Twitter).
Simplify	Ask chat GPT to simplify long text outputs

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Prompt best practices (cont)

Suggest a structure	Guide ChatGPT's output by providing the format of the output text you'd like

The best coworker you've ever had

This platform is more than just a virtual assistant; it's a valuable addition to any project or product manager's toolkit. It's designed to not only reduce manual work and improve efficiency but also to provide data-driven insights that enhance decision-making capabilities. By bridging the gap between AI and management, this solution ushers in a new era of smart, efficient, and effective project and product management.

Documentation

Generating Drafts	One of the key ways ChatGPT can assist is by producing drafts of various types of documents, such as project plans, status reports, risk assessments, product specifications, and more. Based on the input given, it can generate a detailed, well-structured draft that you can iterate with Chat GPT to be further refined.
Editing and Proofreading	ChatGPT can also be used to review and proofread documents. It can spot grammatical errors, suggest improvements in phrasing, and ensure that the document is clear and concise.

Documentation (cont)

Standardising Documentation	Consistency is key in project and product documentation. ChatGPT can help maintain a consistent tone, style, and format across all documentation, enhancing the professionalism and readability of these documents.
Creating Templates	To streamline the documentation process, ChatGPT can create customizable document templates. These can include project status report templates, risk assessment templates, and more.
Extracting Key Information	ChatGPT can parse through lengthy documents and extract key points or summarise the contents. This could be particularly useful when dealing with lengthy technical requirements or extensive market research reports.
Translation	If your team is global, ChatGPT can help translate documents to facilitate better understanding across different languages, thus breaking language barriers and ensuring smoother communication.

Project and Product Managers often deal with an array of documentation tasks, from creating reports and white papers to drafting proposals and technical requirements. ChatGPT can help in these areas.
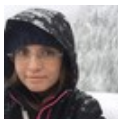
Check chat GPTs work

While it may be tempting to copy ChatGPT's answers directly, it's always worth double-checking for accuracy, reliability, and overall cohesiveness. Sometimes it gets things wrong, sometimes it makes things up.

Directives

Words that direct the AI to take specific actions or follow particular formats.

List	Describe	Explain
Compare	Contrast	Generate
Summarise	Translate	Draft
Suggest	Analyse	Assess
Calculate	Define	Describe
Determine	Develop	Evaluate
Explore	Identify	Use examples
Plan	Interpret	Investigate
Justify	Measure	Predict
Prioritise	Recommend	Report
Review	Validate	Simulate
Prototype	Benchmark	Forecast
Estimate	Strategise	Align
Collaborate	Coordinate	Delegate
Facilitate	Integrate	Make this easier
Simplify	Negotiate	Organise
Standardise	Monitor	Track
Optimise	Streamline	Iterate

Remember, each directive can be leveraged in a wide variety of contexts within project and product management, so feel free to mix and match based on your specific needs.

By **Natalie Moore** (NatalieMoore)

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