



Project Management with AI Tools

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

This practical two-day course gives delegates a clear, structured approach to planning and executing projects efficiently. Delegates work through the key aspects of project management - from choosing an appropriate project management model and defining scope to managing clients and stakeholders, organising the team, controlling cost and risk, and planning communication. AI is integrated where it can add genuine value, helping delegates apply project management principles to the real world. The course builds from individual project decisions and practical outputs towards the bigger picture of tracking a project across scope, time and cost.

About this Course...

The tools may be changing. Better tools can support better decisions, but good project management still drives how you use them.

Who Should Attend this Course?

Project managers, administrators, team members and anyone responsible for planning, coordinating or contributing to projects who wants a practical approach to managing projects efficiently and confidently.

Outcome

1. Compare different project management models and select an appropriate approach for a real or realistic project.
2. Define project scope, recognise scope creep and manage client and stakeholder expectations within clear boundaries.
3. Organise project work by applying practical approaches to team dynamics, SMART tasks, Work Breakdown Structures and cost planning.
4. Identify, assess and respond to project risks while maintaining appropriate quality standards and monitoring what could affect delivery.
5. Use AI appropriately to support project planning, communication and problem-solving, evaluate its suggestions critically, and identify practical opportunities for AI-enabled project workflows.

Duration: 2 Days

Content

Topic	What You Will Learn
Foundations of Project Management	We establish what makes a project a project and compare the main project management models, helping delegates understand how to assess a project and choose the right approach for the specific situation. A short introduction to project phases provides context without repeating the detailed work covered later, while delegates begin applying their chosen approach to a real or realistic project. Topics include • The four features of a project: people, goals, limited time and money, and uncertainty • Traditional, Waterfall, Agile, Cyclical and Event Chain approaches, including Gantt charts • Choosing a project management model and understanding how project phases fit within the chosen approach
Scope, Clients and Stakeholders	We focus on defining what the project will and will not deliver, preventing scope creep and understanding who has authority to make decisions. Delegates practise creating a first-pass scope statement and work through realistic client and stakeholder pressure where knowing whose decision is whose becomes critical. Topics include • Defining scope: deliverables, boundaries, requirements and scope creep • Managing the Client and Stakeholder: knowing your client, stakeholder relationships and scope boundaries • AI-assisted scope drafting and an interactive client-chain roleplay, with a low-tech alternative for practice

Topic	What You Will Learn
Organising the Team and Project Work	We look at how people and project work need to be organised for delivery to happen effectively. Delegates explore team dynamics and practice turning project work into clear, manageable tasks that can be assigned and followed through. Topics include • Forming–Storming–Norming–Performing and responding to team dynamics • SMART tasks, task ownership and the Work Breakdown Structure • Using AI to support a first-pass task breakdown and then checking the result against project management criteria
Cost, Risk and Quality	We bring practical attention to the areas that can quickly affect whether a project stays on track. Delegates work with cost considerations and risk identification while learning to challenge assumptions, evaluate information and make sensible quality decisions. Topics include • Cost Identification and Analysis across planning, execution and reporting • Risk Identification and Analysis: identify, evaluate, respond and monitor using a risk register • Quality Management and Control, including balancing quality, time and cost
Value and Communication	We connect project activity to the reason the project matters and to the people who need to understand what is happening. Delegates apply the course concepts to build a simple value case and practise producing clear project communication. Topics include • Analysing the Value of the Project and identifying where business value is created • Communication Plan: what gets communicated, to whom, when and how • Using AI to support a project value case, status update or communication plan while applying judgement and protecting sensitive information

Topic	What You Will Learn
Bringing the Project Together in an AI-Enabled Workplace	We bring the individual pieces together and step back to see how scope, time and cost interact across the whole project. Delegates explore, through a tool-agnostic demonstration, how AI-enabled workflow tools could support project tracking and leave with practical ideas they can investigate in their own workplace. Topics include • The triple constraint: tracking scope, time and cost across the whole project • How an AI-enabled project workflow could bring together scope, tasks, budget, risks and communication • Identifying practical next steps while considering organisational policy, privacy, accountability and tool choice

Individual Benefit: Build a clearer, more confident approach to planning, running and tracking projects from scope through to delivery.

Team Benefit: Strengthen shared understanding of scope, roles and progress, and improve how project work is communicated.

Organisational Benefit: Support more consistent, better-controlled project delivery while identifying responsible, practical ways to use AI in project workflows.

Continue reading to learn more about our optional add-on's, and to find the outline for this course's specific Afterburner. Contact us should you have any queries or need assistance, we're standing by to take your call!

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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