Ready-to-Use AI Prompts for Project Leaders

Copy into Claude, ChatGPT, Gemini, or any AI tool. Customize the [brackets] for your project.

RISK MANAGEMENT

Risk Register Draft

I am a PM on [project type] in [phase]. Key stakeholders: [list]. Draft a risk register with 5 high-priority risks, likelihood (H/M/L), impact, and mitigation for each.

Risk Escalation Memo

I need to escalate a risk to my exec sponsor. Risk: [describe]. Impact if unmitigated: [describe]. Draft a concise escalation memo with 3 resolution options and a recommended path.

Stakeholder Risk Comms

Rewrite this risk update [paste draft] so it leads with business impact, not technical detail. Audience: C-suite executive with 2 minutes to read it.

STATUS REPORTING

Executive Status Update

Write a one-page exec status update for [project]. Wins: [X]. Risks: [Y]. Decisions needed: [Z]. Milestones: [A]. Confident, direct, leadership tone.

Status Report Rewrite

Here is my status report: [paste]. Rewrite it to position me as a strategic leader, not a task reporter. Lead with outcomes and business value.

Dashboard Narrative

My project metrics show [data]. Write a 3-sentence executive narrative explaining what these numbers mean for the business and what I'm doing about it.

STAKEHOLDER MANAGEMENT

Stakeholder Mapping

I am managing [project type] with stakeholders: [list roles]. Create an influence-interest grid and suggest a communication strategy for each quadrant.

Difficult Stakeholder Email

Draft a professional email to [role] who is resistant to [change/decision]. Acknowledge concerns, present supporting data, and invite input on implementation.

Sentiment Check

Here are my last 5 stakeholder email threads: [paste]. Analyze tone. Flag early warning signs of disengagement, conflict, or misaligned expectations.

CONFLICT MANAGEMENT

Conflict Documentation

I had a disagreement with [role] about [topic]. Key points: [X, Y, Z]. Draft a structured summary I can use for my records and share with leadership if needed.

Resolution Options

I am navigating conflict between [party A] and [party B] over [issue]. Generate 3 resolution options ranked by impact on timeline and relationships, with pros and cons.

De-escalation Script

I have a meeting tomorrow with [role] who is upset about [situation]. Give me 5 opening statements that acknowledge concern, de-escalate, and redirect to solutions.

EXECUTIVE COMMUNICATION

Sponsor Briefing

I have 5 minutes with my exec sponsor on [topic]. Draft: 1 sentence context, 2 on the issue, 3 options with recommended path, 1 clear ask. Tight and confident.

Value Narrative

Communicate the value of [project] to leadership. Key outcomes: [list]. Write a 3-paragraph narrative connecting our results to the company's strategic priorities.

Career Visibility Case

Summarize my contributions on [project] for a performance review or promotion conversation. Accomplishments: [list]. Frame in terms of business impact and leadership.

PRO TIP:
Start every AI session with: "I am a project manager. My audience is [role]. My goal is [outcome]."
Context = better results. The more specific you are, the more powerful the output.