

# Free GPT Prompts

**Project Manager Edition**

Episode 05 - 8/19/2023

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# Free GPT Prompts

Let's come up with 5 top prompts for project managers!





**"Suggest a template for  
a project kickoff  
meeting agenda.  
[describe project]."**

Why it's a timesaver: Preparing for kickoff meetings requires careful consideration to ensure all essential points are covered. This prompt provides project managers with a structured starting point, ensuring that they don't overlook critical items and can quickly set the tone for the project's commencement.

**"Provide risk assessment considerations for [specific type of project, e.g., 'software development' or 'construction']."**


Why it's a timesaver: Risk management is a fundamental aspect of project management. With this prompt, project managers can receive a tailored list of potential risks and considerations, allowing them to swiftly integrate these into their risk management plans without starting from scratch.






**"Suggest best practices  
for stakeholder  
communication in  
[specific project phase,  
e.g., 'project initiation'  
or 'project closure']."**

Why it's a timesaver: Effective communication is vital for stakeholder alignment. This prompt provides strategies and recommendations tailored to specific project phases, ensuring that project managers communicate optimally without spending excessive time on research.



**"Help me draft a project status update template suitable for weekly team check-ins for my [insert details here] project."**

Why it's a timesaver: Regular status updates are crucial for keeping a project on track. Having a standardized template allows for consistent and efficient reporting, reducing the time project managers might spend crafting updates from scratch each week



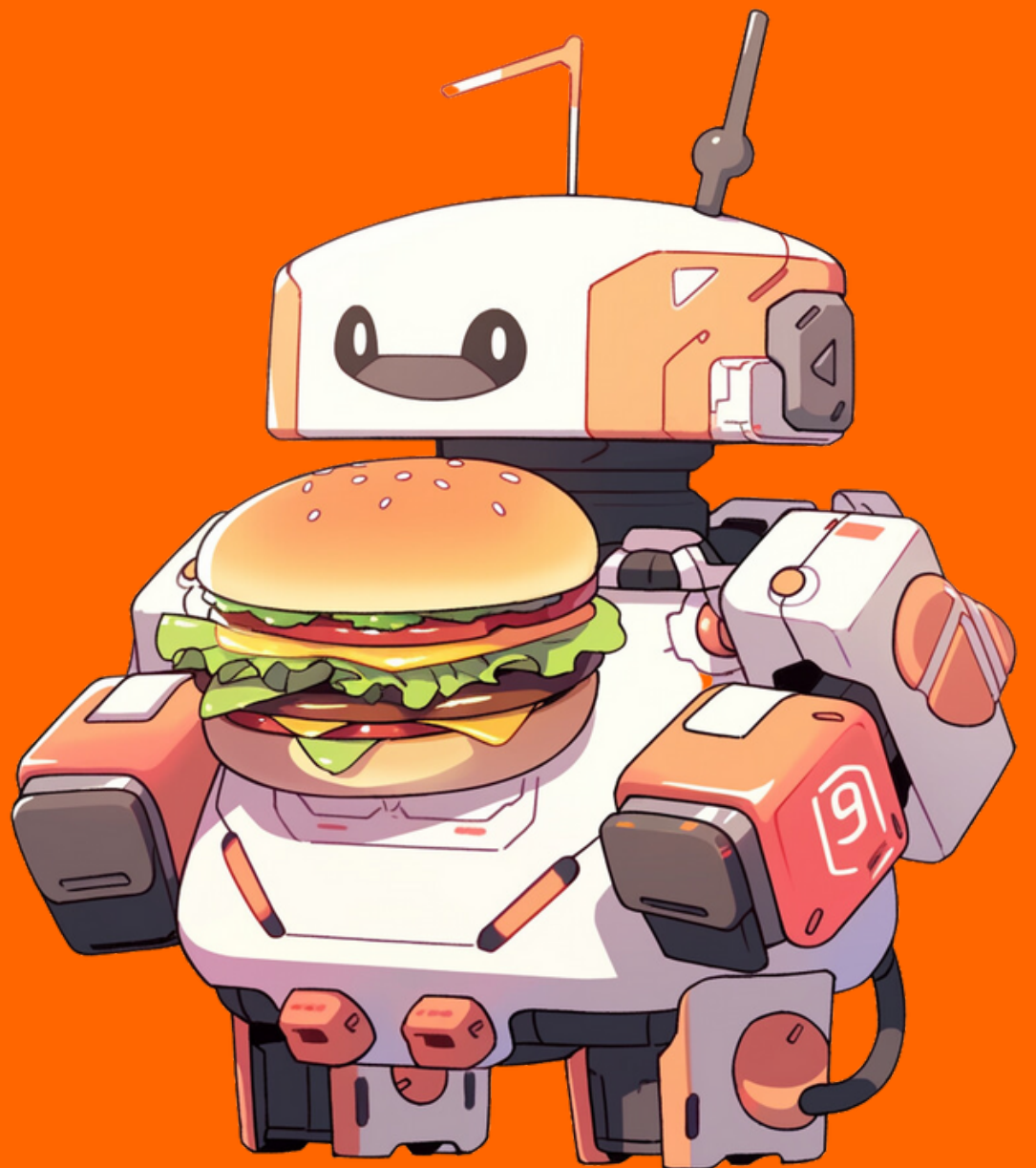
**"Provide a list of key performance indicators (KPIs) to monitor in a [specific type of project]."**

Why it's a timesaver: KPIs are metrics that help gauge a project's health and progress. This prompt offers a tailored set of KPIs, allowing project managers to quickly integrate them into their monitoring processes without the lengthy process of identifying and validating each one individually.

# Remember to Feed your AI

Your AI is hungry. The more data and info you feed it as part of your prompts, the stronger it gets and the more it helps you.

Tell it about your job every time you prompt!





# Thanks for dropping by!

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Have your own tips, favorite prompts, or want exposure? Feel free to comment below!

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