
AI for Project & Delivery Teams

Practical AI for the people who get work shipped — planning, status, reporting and the judgement to use it well.

WHO IT'S FOR

Project and programme managers and delivery teams.

FORMAT

In-house workshop

LENGTH

Half-day

What your team walks away with

Speed up planning, tracking and reporting with AI — and judge when it helps a project and when it adds risk.

What you'll learn

- ✓ Pinpoint where AI genuinely speeds up planning and delivery
- ✓ Produce status updates, reports and documentation with AI that actually hold up
- ✓ Use AI to support risk and dependency tracking without handing over the judgement
- ✓ Recognise when AI adds risk to a project rather than removing it
- ✓ Keep client and project data safe when using AI tools
- ✓ Leave with an AI-for-delivery toolkit and a ready-to-use prompt set

Curriculum

01 Where AI speeds up planning and delivery

- The points across a project where AI saves real time
 - Drafting charters, business cases and clear goals faster
 - Breaking work down into tasks and mapping dependencies
 - Supporting estimates and schedules without coding
 - Quick wins a delivery team can try on a live project
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02 Status, reporting and documentation with AI

- Drafting status reports and executive summaries from raw updates
 - Turning meeting notes into minutes and clear action items
 - Generating user stories, backlog items and project documentation
 - Synthesising lessons learned from notes, emails and decisions
 - Keeping a human edit before anything goes to stakeholders
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03 Writing prompts that get usable delivery output

- The anatomy of a good prompt for planning and reporting tasks
 - Feeding the tool the right project context and constraints
 - Asking for output as reports, tables, logs or checklists
 - Tailoring the same update to different audiences
 - Building reusable prompts for recurring delivery jobs
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04 Risk and dependency tracking, assisted by AI

- Using AI to help surface and describe project risks
 - Building and maintaining a risk and dependency log
 - Drafting mitigation plans you then sharpen with your judgement
 - Early-warning signals AI can flag for you to review
 - Keeping the call on what matters with the team, not the tool
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05 When AI adds risk to a project instead of removing it

- How a subtly wrong status update can mislead a whole programme
- Why AI numbers and estimates always need a sanity check
- Over-reliance and the rework it quietly creates
- Spotting confident output that doesn't match reality on the ground
- Knowing the tasks where AI shouldn't be in the loop

o6 Keeping client and project data safe

- What client and project information must never go into outside tools
 - Public tools versus approved company tools, and why it matters
 - How to tell whether a tool may keep or learn from your inputs
 - Simple habits that prevent accidental data leaks
 - A quick check before you paste anything sensitive
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o7 A delivery toolkit and prompt set

- Approved use cases and checks pulled into one reference
- A prompt set for planning, reporting and risk tracking
- A 'what to verify' list for any AI-assisted output
- The data-safety do's and don'ts on a single page
- A toolkit your delivery team adopts and keeps improving

You keep

An AI-for-delivery toolkit and prompt set.

Arthiq — live, in-person AI training for high-stakes teams.

Book a session: founders@arthiq.co · <https://arthiq.co>