

## Here is a list of additional starting prompts that you may use in different job roles.

**Remember:** these are just initial prompts - Take the potential limitations into account  
Experiment with the improvement suggestions - Iterate and refine - Good prompts require creativity and experimentation.  
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### Project Managers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Defining project scope	Create a project scope statement for a project involving [project objective]	Project objective	May not cover all relevant aspects of the project	Provide specific requirements or project constraints
Creating a project timeline	Develop a project timeline with milestones for a [project duration]-month project on [project topic]	Project duration and topic	May not consider all dependencies or constraints	Include specific milestones or deliverables
Allocating resources	Allocate resources for the following project tasks: [tasks]	List of project tasks	May not take into account resource availability	Include resource availability and expertise
Risk management	Identify and assess 5 potential risks for our [project type] project and propose mitigation strategies	Project type	May not identify all relevant risks	Provide more context about the project or industry
Monitoring progress	Create a progress report template to track project milestones, deliverables and budget	Not applicable	May not include all desired metrics or sections	Specify the metrics or sections to include in the template
Stakeholder communication	Draft an email update to stakeholders summarizing the current status of the project	Project status information	May not address all stakeholder concerns	Include specific concerns or topics to address in the update
Managing project changes	Develop a change management process for handling project scope or timeline changes	Not applicable	May not cover all possible change scenarios	Specify the types of changes to focus on or desired outcomes
Conducting project meetings	Create an agenda for a project status meeting with the following topics: [topics]	List of meeting topics	May not cover all relevant discussion points	Include specific questions or objectives for each topic
Resolving team conflicts	Propose a solution to the following team conflict: [conflict description]	Conflict description	May not address the root cause of the conflict	Provide more context about the team members or conflict history
Project closure	Outline the steps to close a [project type] project	Project type	May not consider all project-specific closure tasks	Provide specific tasks or deliverables to be completed before closureTask

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### Team Managers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Team assessment	Conduct a team assessment for our [department or team] and identify strengths and areas for improvement	Department or team information	May not always address all relevant team dynamics or challenges	Include specific team roles, desired outcomes, or focus areas
Delegation	Create a delegation plan for our [department or team], including tasks, responsibilities and deadlines	Department or team information	May not always consider all relevant factors or constraints	Include specific tasks, desired outcomes, or team members' skills
Conflict resolution	Propose a conflict resolution plan for the following situation: [conflict situation]	Conflict situation	May not always address all relevant concerns or challenges	Include specific conflict details, desired outcomes, or resolution strategies
Team communication	Develop a team communication plan for our [department or team]	Department or team information	May not always address all relevant communication needs or challenges	Include specific communication channels, desired outcomes, or potential issues
Performance management	Create a performance management plan for our [department or team]	Department or team information	May not always consider all relevant factors or constraints	Include specific performance goals, desired outcomes, or performance management strategies
Team building	Design a team-building activity for our [department or team]	Department or team information	May not always align with the desired goals or objectives	Include specific team-building goals, desired outcomes, or activity types
Employee development	Develop an employee development plan for a team member in the [job role]	Job role	May not always address all relevant development needs or challenges	Include specific development goals, desired outcomes, or focus areas
Feedback and coaching	Provide feedback and coaching tips for a team member in the [job role]	Job role	May not always address all relevant feedback or coaching techniques	Include specific feedback areas, desired outcomes, or coaching techniques

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Goal setting	Create a goal-setting plan for our [department or team], including SMART goals and deadlines	Department or team information	May not always align with the desired objectives or timeframes	Include specific goals, desired outcomes, or potential challenges
Decision making	Develop a decision-making process for our [department or team]	Department or team information	May not always consider all relevant factors or constraints	Include specific decision-making criteria, desired outcomes, or decision-making toolsTask