

# TPM AI-First Playbook / Cheat Sheet

## 1. Communication Frameworks

SCQA (Situation, Complication, Question, Answer)

- Situation: Current state / context
- Complication: Problem or disruption
- Question: Key issue to solve
- Answer: Recommended action or solution

MECE (Mutually Exclusive, Collectively Exhaustive)

- Mutually Exclusive: Categories do not overlap
- Collectively Exhaustive: All possibilities included
- Use: Risk analysis, dependencies, decision-making

RACI Matrix

- Responsible, Accountable, Consulted, Informed
- Ensures clarity of roles and responsibilities

## 2. Risk Management Quick Guide

- Risk Categories: Hardware, Software, Operations, External
- Steps: Identify -> Prioritize -> Mitigate -> Monitor
- Template Example:
  - Risk: Vendor shipment delay
  - Category: Hardware
  - Impact: High
  - Mitigation: Escalate vendor, backup plan ready

## 3. AI / GenAI Prompts for TPMs

SCQA Conversion Prompt:

"Convert this messy project update into SCQA format for executive clarity."

## MECE Tree Generation Prompt:

"Create a MECE tree of project risks, dependencies, or tasks with categories and sub-points."

## Weekly Update Summarization Prompt:

"Summarize this weekly progress update in 3-5 key bullet points highlighting progress, blockers, and next steps."

## 4. Escalation Playbook

### - Steps:

1. Document issue clearly
2. Escalate to right stakeholder with context
3. Provide options or recommendations

### - Template Example:

- Issue: API bug blocking dashboard
- Impact: 1-week delay in pilot
- Recommended Action: Assign senior engineer, schedule fix within 2 days

## 5. Meeting Efficiency

### - Structure: Problem -> Context -> Decision -> Next Steps

### - Decision Log Template:

- Decision, Owner, Deadline, Status
- Tip: Use Slack for quick updates; meetings for decisions & alignment

## 6. Tools & Resources

- AI Tools: Copilot, ChatGPT, Napkin, Whimsical
- Visualization Tools: Miro, Lucidchart, PowerPoint
- Templates: SCQA slides, MECE trees, Risk logs, Weekly summaries

## Quick Tip:

- Always transform messy project updates into SCQA + MECE before sharing with executives.
- Use AI tools to save time and ensure clarity.
- Keep cheat sheet handy for daily TPM tasks.