

Course 3, Lesson 6: Your AI "Chief Operating Officer": AI Project Management

1. Core Concept & Learning Objective

Concept: As a "Centaur CEO," you are *drowning* in "tasks," "projects," and "ideas." Your AI "COO" (Chief Operating Officer) is *not* a "tool"; it's a *system* (like Notion, Asana, or Trello *supercharged* with AI). You will use AI to *transcribe* your "brain dumps," *organize* them into "projects" and "tasks," and *auto-assign* deadlines.

Learning Objective: By the end of this lesson, you will **analyze** 3-5 "AI-PM" (Project Management) tools. You will **design** a "Voice-to-Task" workflow (using AI transcription) and **build** a 1-week "AI-Assisted" Project Plan for your C1 "Launch."

2. Interactive Content Activities (3 Activities)

Activity 1: The "AI-PM" Tool Audit (Tool Exploration)

- **Description:** We're finding the "right" AI-COO to *run* your "Second Brain" (L2).
- **Instructions:**
 1. Review these 3 "AI-PM" tools:
 2. **Notion AI:** (The "best" choice, as it *combines* your "Second Brain" (L2) with your "PM").
 - *Pro:* Can "summarize" meeting notes (Act 2) and "auto-fill" task lists (Act 3).
 3. **Asana AI / Trello AI:**
 - *Pro:* Good at "deconstructing" a "Goal" (e.g., "Launch C1") into 10 "tasks."
 4. **Motion:**
 - *Pro:* Uses AI to "auto-schedule" your "tasks" *onto* your Google Calendar.

5. **Your "Drill Sergeant" Choice:** We will focus on **Notion AI**, as it's the *only* tool that combines "PM" (Tasks) and "KB" (Knowledge Base / L2).

- **Expected Outcome:** You understand that your "AI-PM" should *live* inside your "Second Brain."

Activity 2: The "Voice-to-Task" Workflow (Tool Exploration)

- **Description:** Stop "typing" your ideas. Your *best* ideas come "in the car." We're going to *talk* to our "AI-COO" (using AI transcription) and have it *organize* the "brain dump."
- **Instructions:**
 1. Open your "phone's" voice recorder (or a tool like "Otter.ai").
 2. Record a 60-second "Brain Dump" (Verbal):
 - "Hey, it's me. I'm stressed. I need to 'Launch C1.' I have to... uh... 'finish the 1-Page HQ' (C1, L5), 'set up the email funnel' (C1, L6), 'write the 30-day content plan' (C1, L9)... and I need to do it by '[Next Friday].'"
 3. Use an "AI Transcriber" (Otter.ai, or "Transcribe" in ChatGPT/Gemini).
- **Expected Outcome:** A "raw transcript" of your 60-second "Brain Dump."

Activity 3: The "Transcript-to-Project-Plan" (AI-PM)

- **Description:** Now, we feed the "raw transcript" (Act 2) *into* our "AI-COO" (Notion AI).
- **Instructions:**
 1. Open **Notion AI** (or your LLM).
 2. The "AI-COO" Prompt:
 - "Act as my 'Chief Operating Officer.' You are a 'Drill Sergeant' for project management.
 - Here is my 'raw transcript' (my 'brain dump'): [Paste transcript from Act 2].
 - Your job is to:
 1. Identify the 3-5 'Key Tasks.'
 2. Identify the *one* "Final Deadline" ([Next Friday]).

- 3. Format this as a "To-Do List" (Kanban board) with "Task Name," "Priority (High/Med/Low)," and "Due Date (before [Next Friday])."
- **Expected Outcome:** The AI *instantly* "cleans up" your *messy* "Brain Dump" and delivers a *clean, actionable* "Project Plan" (To-Do List) with tasks and deadlines.

3. Assignment & Project Milestone (Portfolio Deliverable)

Assignment: The "AI-COO" Project Plan

- **Description:** This is the "SOP" for *managing* your "Centaur" brain. You will submit the "Voice-to-Task" workflow *and* the AI-generated "Project Plan" it created.
- **Step-by-Step Instructions:**
 1. Create a new document titled "[Your Name] - AI-COO SOP."
 2. **Section 1: The "Voice-to-Task" Workflow:**
 - Map the 3 steps (e.g., "1. Record 'Brain Dump' (Voice) > 2. Transcribe (AI) > 3. Feed to 'AI-COO' (Notion AI)").
 3. **Section 2: The "Input" (Raw Transcript)**
 - Paste your 60-second "raw transcript" from Activity 2.
 4. **Section 3: The "AI-COO" Prompt (The "Input")**
 - Paste your "AI-COO" prompt from Activity 3.
 5. **Section 4: The "AI Project Plan" (The "Output")**
 - Paste the *clean, actionable* "To-Do List" (the 3-5 tasks) that the AI generated for you.
- **Evaluation Criteria:**
 - *Excellent:* The student provides *all* inputs and outputs. The "AI-COO" Prompt (Act 3) is *detailed* (includes "role," "transcript," "deliverables"). The "AI Project Plan" (Act 4) is *clean* and *actionable*.
 - *Adequate:* The student just pastes the "To-Do List" but *not* the "raw transcript" or the "prompt." It's not clear *how* they got the output.

- **Connection to Final Project:** This "AI-COO" SOP (the "Voice-to-Task" map and the "AI-COO" prompt) is **Section 6: The "AI-COO" Project Management SOP** of your **AI-Powered Operations Playbook**. This is how you *manage* your "AI-Team."

4. End-of-Lesson Assessment (7 Questions)

1. (MC) What is an "AI-COO" (in this lesson)?
 - A) A "tool" (like Notion AI or Asana AI) that *organizes* your "projects" and "tasks" *for* you.
 - B) An "AI-Chatbot" (L5).
 - C) An "AI Art Director" (L4).
 - D) A "human" COO.
2. (MC) What is the "Voice-to-Task" workflow (Activity 2)?
 - A) *Typing* your to-do list *into* your "AI-COO."
 - B) *Speaking* your "messy brain dump" (Voice Recorder), *transcribing* it (AI), and *feeding the transcript* to your "AI-COO" (Notion AI) to *organize* it.
 - C) Telling your "AI-COO" to "do all your tasks."
 - D) "Voice" calls with your AI.
3. (MC) The "Transcript-to-Project-Plan" (Activity 3) is *powerful* because:
 - A) It *forces* you to be a "clean" and "organized" thinker.
 - B) It *takes* your "messy, chaotic" (human) "Brain Dump" and *instantly* "cleans" it into an "actionable, organized" (AI) "Project Plan."
 - C) It *proves* AI is "smarter" than you.
 - D) It *deletes* all your "bad" ideas.
4. (SA) What "AI-PM" tool did we *recommend* (and why)?
5. (SA) In the "Voice-to-Task" workflow, what are the 3 *steps*?
6. (SA) In the "AI-COO" Prompt (Act 3), what 3 "Deliverables" did we ask the AI for?

7. **(Scenario)** A student says, "I just keep 50 'post-it' notes on my desk. That's my 'PM system'." What "Drill Sergeant" feedback would you give them, based on L2 and L6?

Correct Answers: 1(A), 2(B), 3(B) 4. Notion AI. Because it combines your "PM" (Tasks) with your "KB" (L2 "Second Brain"). 5. 1. Record "Brain Dump" (Voice), 2. Transcribe (AI), 3. Feed to "AI-COO" (Notion AI). 6. 1. Identify "Key Tasks," 2. Identify "Final Deadline," 3. Format as "To-Do List" (with Priority/Due Date). 7. (Example) "That's not