

AI Project Report Assistant

Automated Project Reporting Using Generative AI | Portfolio Project

PROJECT SUMMARY

The AI Project Report Assistant eliminates manual project reporting by converting raw project data from Jira and spreadsheets into structured weekly status reports, executive summaries, and risk updates — reducing reporting time by 80% and improving decision-making speed for leadership.

SUCCESS METRICS

80% Reporting Time Saved	60% Reporting Inconsistencies Reduced	90% PM Satisfaction Rate	50% Faster Executive Decisions
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KEY USE CASES

Automated Weekly Status Report

- PM connects Jira data source
- AI generates one-page weekly report
- Includes progress, blockers, risks & next steps

Executive Summary & Slide Creation

- AI converts data into 3–5 executive bullets
- Translates technical risks to business language
- Output is PowerPoint-ready

Risk Identification & Alerts

- AI detects stalled tasks and overdue items
- Automatically flags risks with RAG status
- Suggests mitigation actions

IMPLEMENTATION ARCHITECTURE

Frontend

- Built using Lovable for a simple user interface
- Users enter name, email & select report type

Automation Workflow

- Zapier webhook triggered on form submission
- Jira Exports & Risk Logs fetched from Google Drive
- LLM generates structured report summaries
- Reports delivered automatically via email

AI Chatbot

- Website-embedded Zapier Chatbot
- Users can query project summaries on demand

USER PERSONAS

Persona	Need
Project Manager	Fast, accurate weekly reports with minimal effort
PMO / Program Manager	Standardized reporting across multiple teams
Executive Stakeholder	Short, business-focused summaries and slides

FUTURE ENHANCEMENTS

Real-time Jira & Asana API Integration	Multi-Project Dashboard View	Custom Templates per Organisation	Slack & Teams Report Delivery
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