Digital and artificial intelligence

AI for Project Management and Reporting

One day to use AI at every stage of a project: scoping, planning, risk tracking, minutes and progress reports. Participants work on one of their current projects and learn to produce reliable steering deliverables faster, while keeping control of the figures, the dates and the decisions.

Duration : 1 day

Objectives

1. Structure the scoping of a project with the help of AI: objectives, scope, stakeholders, deliverables
2. Build a work breakdown and a first-pass schedule, then correct it
3. Produce minutes and decision logs from meeting notes
4. Write a concise progress report, checking every figure and every date
5. Keep a risk and action register with the help of AI

Programme

Day 1 — morning

• Where AI helps in a project, and where it misleads: dates, workloads, figures

• Assisted scoping: scoping note, stakeholders, assumptions, success criteria

• Task breakdown, milestones and first-pass schedule, transferred to the company's planning tool

• Risk register: identification, scoring, mitigation actions

Day 1 — afternoon (workshop)

• Minutes and decision logs: from note-taking to circulation

• Progress report for management: indicators, variances, decision points

• Workshop: a steering kit for one of your projects — scoping note, risk register, report template

• Reusable instructions for recurring reporting; knowledge test

Teaching methods

• Work on a real project brought by each participant, anonymised if necessary

• Comparison between a report written by hand and an assisted one

• Exercises in checking the figures and dates proposed by the tool

• Templates of steering deliverables handed over at the end of the session

• Hands-on work, in pairs

Assessment and documents

Knowledge test at the end of the day and end-of-course survey the next day. Each participant receives a numbered certificate verifiable online and leaves with the steering kit for their project; the company receives the training report.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

For automatically updated dashboards, the course "Power BI and Automated Dashboards" complements this day. Participants who are new to AI start with "Generative AI: Understand, Master and Apply It to Your Job".

Practical information

Duration	1 day
Audience	Project managers, heads of department, management controllers, executive assistants
Prerequisites	Leading or taking part in at least one current project
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Do I need to master a project management method?
Basic notions are enough: objectives, tasks, milestones, risks. The day does not re-teach project management; it shows how AI speeds up each of these deliverables without lowering their quality.

Which planning tool do you use?
Your company's, whichever it is, or a simple spreadsheet. AI prepares a first version of the breakdown and schedule, which is then taken up and adjusted in your tool.

Can we record meetings to produce the minutes?
Only if participants are informed and your usage charter allows it, because a recording contains personal data. The course also shows how to start from written notes, without any recording.

How does it differ from the Power BI course?
This day covers the written deliverables of the project: scoping, minutes, reports. "Power BI and Automated Dashboards" teaches how to build visual indicators that update from the data.