

February Project Management Community of Practice

Webinar Recap: Using AI to Elevate Project Management

Session focus:

This month's session explored PMI's "AI Tools for Project Management: Top 10 Ways to Boost Results" (7-minute video) and discussed how those ideas are already being used—or could be used—in daily project work across SUNY.

Participants were encouraged to:

- Watch the PMI video ahead of time
 - Add ideas and reflections to a shared Word document
 - Discuss practical, real-world applications during the session
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Agenda Overview (Recording Chapters)

Welcome & Session Context

00:00 – 02:40

- Overview of the Community of Practice and session goals
 - Why AI is a timely topic for project management
 - Emphasis on AI as a *support tool*, not a replacement
 - Mention of SUNY AI resources and Microsoft Copilot availability
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PMI AI Tips + Group Discussion Highlights

Tip 1: AI to Jump-Start Project Planning

12:30 – 19:50

PMI takeaway

- AI can analyze requirements and past project data
- Generates draft project plans, milestones, and workflows
- Helps overcome "task paralysis" by giving teams a starting point

Discussion highlights

- AI used to *interview the project manager* to uncover blind spots
- Meeting transcripts fed into AI to:
 - Expand milestones and deliverables
 - Identify missing risks
- Intake forms combined with project templates to auto-draft plans

Key insight

AI is most powerful as a *thinking partner* that asks better questions and accelerates the “getting started” phase.

Tip 2: Automating Routine Project Tasks

19:50 – 24:30

PMI takeaway

- Automate scheduling, reminders, reporting, and documentation
- Frees up time for strategic work

Discussion highlights

- Automated meeting notes using agendas + transcripts
- Weekly check-ins summarized automatically
- AI used to:
 - Enhance executive-level status updates
 - Draft or refine reports and emails
- Use cases extended beyond PM work (e.g., instructional design workflows)

Key insight

Adding an agenda before meetings significantly improves AI-generated summaries.

Tip 3: Improving Communication & Documentation

24:30 – 29:45

PMI takeaway

- AI assists with:
 - Meeting summaries
 - Email drafting
 - Translating long discussions into concise updates

Discussion highlights

- Teams Premium / Microsoft 365 recap features:
 - Chaptered recordings with timestamps
 - Speaker analytics
 - AI-generated summaries and transcripts
- AI used to:
 - Rewrite updates for executive audiences
 - Ensure messaging is complete and consistent

Key insight

Timestamped summaries allow stakeholders to skip directly to what matters instead of watching full recordings.

Tip 4: Data Analysis & Insight Generation

29:45 – 32:45

PMI takeaway

- AI can analyze large datasets to reveal patterns and trends
- Helps identify causes of delays and inefficiencies

Discussion highlights

- Analyzing completed projects to:
 - Identify average project length
 - Spot frequent sponsors or departments
- Large qualitative datasets analyzed to extract themes in hours instead of weeks

Key insight

AI makes retrospectives faster and more actionable—especially when teams usually skip them due to time constraints.

Tip 5: AI-Assisted Risk Management

32:45 – 35:20

PMI takeaway

- AI can predict and rank risks using historical and contextual data

Discussion highlights

- AI used to:
 - Build risk registers quickly
 - Identify risks teams may overlook
- Emphasis on:
 - Not entering SUNY-protected data into public AI tools
 - Anonymizing inputs where needed

Key insight

AI helps surface risks early—but governance and data protection still matter.

Tip 6: Resource Planning & Allocation

35:20 – 40:05

PMI takeaway

- AI matches tasks to people based on skills and availability
- Improves workload visibility and planning

Discussion highlights

- Interest in using AI to:
 - Assess staff bandwidth
 - Support portfolio-level decision-making
- Challenges noted for:

- Knowledge-heavy, creative, or non-repeatable work
- Idea of building a historical repository to improve future estimates

Key insight

Resource planning improves as historical data grows—AI value increases over time.

Tip 7: Decision Support & Scenario Modeling

40:05 – 41:40

PMI takeaway

- AI can simulate timelines and outcomes to support decisions

Discussion highlights

- Seen as an *advanced* use case
 - Potential future application alongside Power BI and Tableau
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Tip 8: Budget Tracking & Cost Management

41:40 – 42:50

PMI takeaway

- AI flags spending patterns and potential overruns

Discussion highlights

- AI used to analyze usage data (e.g., printer replacement planning)
 - Interest in comparing historical budgets via Excel + AI
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Tip 9: Knowledge Management & Knowledge Transfer

42:50 – 44:40

PMI takeaway

- AI organizes documents and retrieves information quickly

Discussion highlights

- SOPs turned into AI agents to support coverage during absences

- “AI stand-in” used successfully during extended leave
- Helps reduce dependency on single individuals

Key insight

AI can act as institutional memory, improving resilience and continuity.

Tip 10: Collaboration, Brainstorming & Idea Generation

44:40 – 47:20

PMI takeaway

- AI enhances brainstorming and collaboration in tools like Teams

Discussion highlights

- AI used for:
 - Brainstorming options and solutions
 - Restructuring service categories
 - Troubleshooting and idea generation
 - Often used as a *solo collaborator* before group discussions
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Closing & Next Steps

47:20 – End

- Reminder to continue adding ideas to the shared Word document
- Notes and recording will be shared after the session
- Encouragement to submit future topics or volunteer as a presenter
- Emphasis on AI as a tool to **work smarter, not longer**