AMERICAN GLOBAL INSTITUTE
FOR PRIVATE TRAINING

External Training Course

Mastering Project Management Using Artificial Intelligence (AI) Tools

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From 23 Dec. To 27 Dec. 2024
From 13 Jan. To 17 Jan. 2025
From 10 Feb. To 14 Feb. 2025

Kanvaz Village Resort Seminyak
Bali, Indonesia

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External Training Course:

Mastering Project Management Using Artificial Intelligence (AI) Tools

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Program Overview:

This training program will provide participants with a deep understanding of how AI tools transform project management practices. By combining theoretical knowledge with hands-on application, participants will gain practical skills in using AI for project planning, scheduling, resource management, analytics, and automation.

Learning Objectives:

By the end of the program, participants will:

- Gain insights into AI fundamentals and their applications in project management.
- Learn to use AI tools for task automation, resource allocation, predictive analytics, and risk management.
- Acquire hands-on experience with leading AI tools and software used in project management.
- Develop a capstone project that integrates AI tools to solve a real-world project management scenario.

Program Structure:

Day 1: Introduction to AI in Project Management

Objective: Understand the basics of AI, its relevance in project management, and key tools that drive efficiency and decision-making.

Session 1: Overview of AI in Project Management

- Introduction to Artificial Intelligence: Key concepts, types, and benefits.
- Relevance of AI in project management: Enhancing efficiency, accuracy, and scalability.

Session 2: Types and Functions of AI Tools for Project Management

- Task Automation: Automating repetitive tasks and optimizing workflows.
- Predictive Analytics: Using data to forecast project outcomes.
- Resource Management: Streamlining resource allocation and tracking.

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Day 2: Project Planning, Scheduling, and Resource Allocation with AI

Objective: Enable participants to apply AI tools for project planning, scheduling, and effective resource allocation.

Session 1: AI for Project Planning and Scheduling

- Automated scheduling with AI: Tools and techniques for setting and adjusting deadlines.
- Real-time project plan adjustments based on data-driven insights.

Session 2: Resource Allocation and Optimization

- AI for workload distribution and task prioritization.
- Tools such as Smartsheet, Monday.com, and Click Up for efficient resource management.

Day 3: AI-Driven Data Analytics and Predictive Insights

Objective: Learn to leverage AI for advanced data analysis, predictive insights, and informed decision-making.

Session 1: Data Analytics with AI

- Using AI-powered tools (Tableau, Power BI) for data collection, visualization, and insights.
- Automating data processes and generating real-time visualizations.

Session 2: Predictive Analytics and Risk Management

- Using machine learning models to predict project risks and outcomes.
- Risk identification and mitigation with AI-powered tools like IBM Watson and RiskLens.

Day 4: Automating Project Tasks and Communication with AI Tools

Objective: Master the use of AI for automating project tasks, enhancing communication, and simplifying reporting.

Session 1: Automation of Routine Project Management Tasks

- Introduction to Robotic Process Automation (RPA) with tools like UiPath.
- Automating repetitive actions like data entry, updates, and reporting.

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Session 2: AI-Enhanced Communication and Reporting

- Tools for automating communication with project teams and stakeholders.
- Using natural language processing (NLP) to generate automated reports and alerts.

Day 5: Future Trends and Challenges

Objective: Equip participants with strategies for overcoming challenges and applying AI tools to real-world project scenarios.

Session 1: Future Trends in AI for Project Management

- Overview of upcoming AI technologies and their potential impact.
- Preparing for AI-driven Agile and Lean project management practices.

Session 2: Challenges and Best Practices for Implementing AI in Projects

- Common barriers to AI adoption, such as data quality, budget constraints, and training needs.
- Solutions and strategies for overcoming implementation challenges.

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Program Agenda:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	DISCUSS COURSE OBJECTIVES: • Introduction to AI in Project Management. • Project Planning, Scheduling, and Resource Allocation with AI. • AI-Driven Data Analytics and Predictive Insights. • Automating Project Tasks and Communication with AI Tools. • Future Trends and Challenges.
11.30	12.00	Coffee Break

12.00	14.00	Introduction to AI in Project Management:
		• Session 1: Overview of AI in Project Management
		  o Introduction to Artificial Intelligence: Key concepts, types, and benefits.
		  o Relevance of AI in project management: Enhancing efficiency, accuracy, and scalability.
		• Session 2: Types and Functions of AI Tools for Project Management
		  o Task Automation: Automating repetitive tasks and optimizing workflows.
		  o Predictive Analytics: Using data to forecast project outcomes.
		  o Resource Management: Streamlining resource allocation and tracking.

14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	Project Planning, Scheduling, and Resource Allocation with AI:
		• Session 1: AI for Project Planning and Scheduling
		  o Automated scheduling with AI: Tools and techniques for setting and adjusting deadlines.
		  o Real-time project plan adjustments based on data-driven insights.

11.30	12.00	Coffee Break

12.00	14.00	Project Planning, Scheduling, and Resource Allocation with AI:
		• Session 2: Resource Allocation and Optimization
		  o AI for workload distribution and task prioritization.
		  o Tools such as Smartsheet, Monday.com, and Click Up for efficient resource management.

14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

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(3rd Day) Agenda

9.00	11.30	<u>AI-Driven Data Analytics and Predictive Insights:</u>
		• Session 1: Data Analytics with AI
		   ○ Using AI-powered tools (Tableau, Power BI) for data collection, visualization, and insights.
		   ○ Automating data processes and generating real-time visualizations.

11.30	12.00	Coffee Break

12.00	14.00	<u>AI-Driven Data Analytics and Predictive Insights:</u>
		• Session 2: Predictive Analytics and Risk Management
		   ○ Using machine learning models to predict project risks and outcomes.
		   ○ Risk identification and mitigation with AI-powered tools like IBM Watson and RiskLens.

14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>Automating Project Tasks and Communication with AI Tools:</u>
		• Session 1: Automation of Routine Project Management Tasks
		   ○ Introduction to Robotic Process Automation (RPA) with tools like UiPath.
		   ○ Automating repetitive actions like data entry, updates, and reporting.

11.30	12.00	Coffee Break

12.00	14.00	<u>Automating Project Tasks and Communication with AI Tools:</u>
		• Session 2: AI-Enhanced Communication and Reporting
		   ○ Tools for automating communication with project teams and stakeholders.
		   ○ Using natural language processing (NLP) to generate automated reports and alerts.

14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>Future Trends and Challenges:</u>
		• Session 1: Future Trends in AI for Project Management
		   ○ Overview of upcoming AI technologies and their potential impact.
		   ○ Preparing for AI-driven Agile and Lean project management practices.

11.30	12.00	Coffee Break

12.00	14.00	• Session 2: Challenges and Best Practices for Implementing AI in Projects
		   ○ Common barriers to AI adoption, such as data quality, budget constraints, and training needs.
		   ○ Solutions and strategies for overcoming implementation challenges.

14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch