

AMERICAN GLOBAL INSTITUTE
FOR PRIVATE TRAINING



External Training Course

Mastering Project Management Using Artificial Intelligence (AI) Tools

From 23 Dec. To 27 Dec. 2024

From 13 Jan. To 17 Jan. 2025

From 10 Feb. To 14 Feb. 2025

**Ramada Suites By Wyndham KLCC
Kuala Lumpur, Malaysia**

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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.

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.

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.



Program Agenda:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	<u>DISCUSS COURSE OBJECTIVES:</u> <ul style="list-style-type: none"> • 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	<u>Introduction to AI in Project Management:</u> <ul style="list-style-type: none"> • Session 1: Overview of AI in Project Management <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Task Automation: Automating repetitive tasks and optimizing workflows. ○ Predictive Analytics: Using data to forecast project outcomes. ○ 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	<u>Project Planning, Scheduling, and Resource Allocation with AI:</u> <ul style="list-style-type: none"> • Session 1: AI for Project Planning and Scheduling <ul style="list-style-type: none"> ○ Automated scheduling with AI: Tools and techniques for setting and adjusting deadlines. ○ Real-time project plan adjustments based on data-driven insights.
11.30	12.00	Coffee Break
12.00	14.00	<u>Project Planning, Scheduling, and Resource Allocation with AI:</u> <ul style="list-style-type: none"> • Session 2: Resource Allocation and Optimization <ul style="list-style-type: none"> ○ AI for workload distribution and task prioritization. ○ Tools such as Smartsheet, Monday.com, and Click Up for efficient resource management.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>AI-Driven Data Analytics and Predictive Insights:</u> <ul style="list-style-type: none"> • Session 1: Data Analytics with AI <ul style="list-style-type: none"> ○ 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> <ul style="list-style-type: none"> • Session 2: Predictive Analytics and Risk Management <ul style="list-style-type: none"> ○ 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> <ul style="list-style-type: none"> • Session 1: Automation of Routine Project Management Tasks <ul style="list-style-type: none"> ○ 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> <ul style="list-style-type: none"> • Session 2: AI-Enhanced Communication and Reporting <ul style="list-style-type: none"> ○ 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> <ul style="list-style-type: none"> • Session 1: Future Trends in AI for Project Management <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • Session 2: Challenges and Best Practices for Implementing AI in Projects <ul style="list-style-type: none"> ○ 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