

University of Maryland

Project Management Symposium

NEXT SESSION

Leveraging ChatGPT for Project Management Practitioners

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Introduction



**Aiden
McDaniel**



Kevin Prem



**Sheka
Komrabai-Kanu**



DIVISION OF
INFORMATION
TECHNOLOGY

ENTERPRISE PLANNING &
CONTINUOUS
IMPROVEMENT





Learning Outcomes

- Understand the background and capabilities of ChatGPT and how it can benefit project managers.
- Identify specific use cases of ChatGPT in project management and understand how it can streamline workflows and enhance productivity.
- Learn how to effectively prompt questions to ChatGPT, including best practices for formulating questions and interpreting responses.
- Gain insights on how to integrate ChatGPT into their daily workflows and use it to enhance communication and collaboration within their project teams.





What is ChatGPT

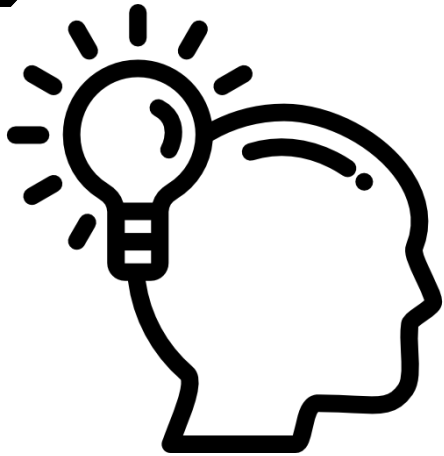


ChatGPT is a language model developed by OpenAI, based on the GPT-3 architecture. It is designed for natural language understanding and generation, making it suitable for various conversational applications. ChatGPT can understand and generate human-like text, which makes it useful for chatbots, virtual assistants, customer support applications, and more. It's designed to engage in text-based conversations, answer questions, provide information, and assist with a wide range of tasks that involve processing and generating natural language text. ChatGPT can be fine-tuned and customized for specific applications, and it has been used in various industries to enhance user experiences and automate communication.

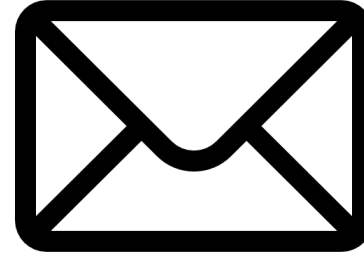




What Can It Do?



Users Imagination



Emails



**Written
Deliverables**





Disclaimer / Current Limitations

- May occasionally generate incorrect information (Hallucinations)
- May occasionally produce harmful instructions or biased content
- Limited knowledge of world and events after 2021

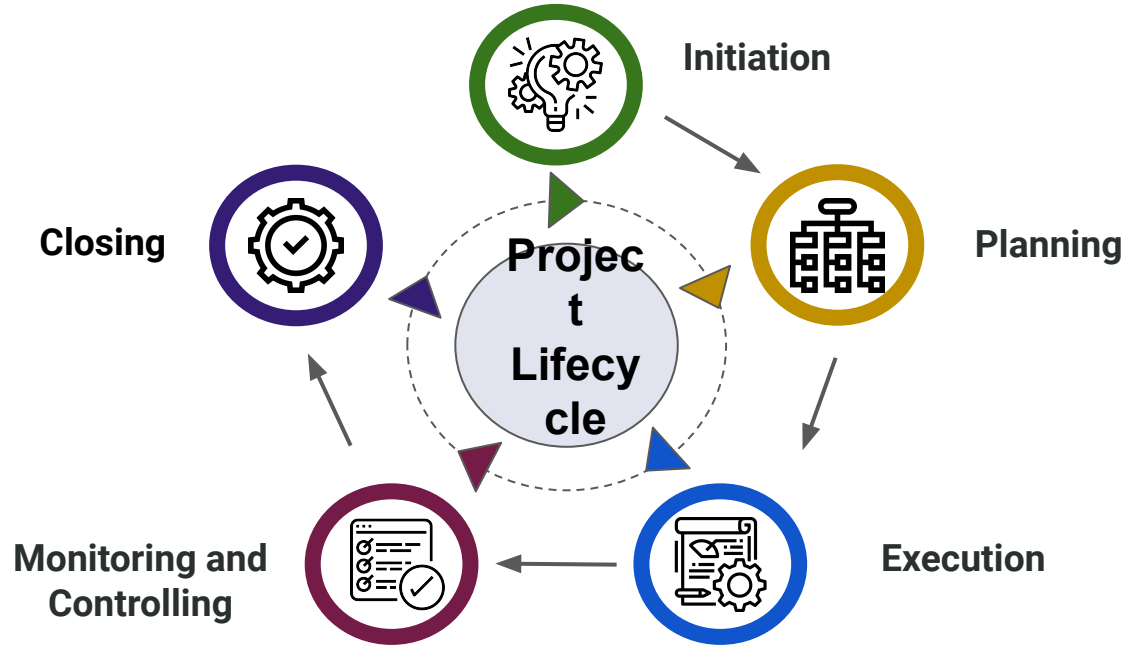
Do not:

- Don't feed it sensitive information
- Nothing you wouldn't just google for research
- Take it at face value





Project Lifecycle





Best Practices



Jeffrey Zheng ✓
@thejeffreyzheng

That's a wrap!

In the next prompt you write, use the RTF model:

- Role
- Task
- Format

It's by far the easiest, fastest, and most effective way to use ChatGPT.



Jeffrey Zheng ✓
@thejeffreyzheng

Putting it all together

Example prompt:

"You are a marketing specialist.

Generate 5 branding strategies for a [insert product].

Outline the differentiating factor and target audience of each strategy.

Provide output in a table format."

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Role for examples

Sample Project: Workday Implementation Project



Act as a workday implementation project management expert in R1 higher ed institution with 14000 employees to answer questions I'll provide.



Of course! I'm here to help you as a Workday implementation project management expert for your R1 higher education institution with 14,000 employees. Please go ahead and ask your questions, and I'll provide you with the best possible answers and guidance.





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Initiating Phase

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Provide some background information I should be aware of as I manage this project



Certainly! As you manage the Workday implementation project for your R1 higher education institution with 14,000 employees, here are some key background information points to be aware of:

1. **Organizational Structure:** Understand the institution's organizational structure, including departments, schools, and administrative units. This knowledge will help you identify the stakeholders and the impact of the Workday implementation on different areas.
2. **Current Systems Landscape:** Assess the institution's existing HR, finance, and student information systems, as well as other relevant systems in use. This understanding will allow you to determine data integration requirements, identify potential redundancies, and plan for system retirements or migrations.
3. **Data and Processes:** Gain insights into the institution's HR and finance processes, such as hiring, onboarding, benefits administration, payroll, budgeting, and financial reporting. Identify data sources, data flows, and any data transformation or cleansing needs during the migration to Workday.
4. **Project Goals and Objectives:** Understand the specific objectives and expected outcomes of the Workday implementation project. This includes improving operational efficiency,

Background



Early Planning Questions



Please provide some early planning questions I should incorporate part of the planning phase.



During the early planning phase of your Workday implementation project, it's crucial to ask the right questions to gather the necessary information and establish a solid foundation. Here are some early planning questions you should incorporate:

1. What are the specific goals and objectives of implementing Workday in our institution?
2. Which Workday modules will be implemented (e.g., HR, payroll, finance, recruiting) and what is the desired scope of each module?
3. What are the critical timelines and milestones for the project? Are there any dependencies on other initiatives or events?
4. Who are the key stakeholders involved in the project, both from the institutional side and the vendor's side?
5. What is the estimated budget for the Workday implementation, including licensing, consulting, training, and infrastructure costs?



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Planning Phase

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Please give me a list of top 10 project risks we should consider for the project. Please provide output in 5 columns - number, Risk description, probability, impact, recommended mitigation strategy



Certainly! Here's a list of the top 10 project risks to consider for your Workday implementation project, along with their probability, impact, and recommended mitigation strategies:

Number	Risk Description	Probability	Impact	Recommended Mitigation Strategy
1	Inadequate stakeholder engagement	High	High	Regularly communicate project updates, involve stakeholders in decision-making, and address their concerns proactively.
2	Data quality and integrity issues	Medium	High	Perform thorough data validation and cleansing prior to migration, involve data owners in the process, and establish data governance protocols.
3	Insufficient resources and staffing	Medium	High	Clearly define resource requirements, secure adequate staffing, and consider outsourcing or reallocating resources if necessary.
4	Scope creep and changing requirements	Medium	High	Establish a robust change control process, conduct impact assessments for scope changes, and ensure stakeholder alignment on any modifications.

Risk Planning



Please developing an implementation schedule with the following columns WBS, Task name, Task description, Predecessor, Skills needed



Here's an example of an implementation schedule with the requested columns: WBS (Work Breakdown Structure), Task Name, Task Description, Predecessor, and Skills Needed.

WBS	Task Name	Task Description	Predecessor	Skills Needed
1	Project Initiation	Kick-off meeting and project setup	-	Project management, Stakeholder management
1.1	Define Project Scope	Clearly define the project's objectives and deliverables	1	Project management, Requirements gathering
1.2	Identify Stakeholders	Identify key stakeholders and their roles	1	Stakeholder management
1.3	Establish Project Team	Assemble the project team and assign roles	1.1, 1.2	Project management, Resource

Strawman Schedule



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Executing and Monitoring / Controlling Phase

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Stakeholder Communication



Draft a week 4 weekly status report email to my key stakeholders that outlines the current status of the project, which phase we are on, any potential risks or issues, upcoming deliverables, and which phase of the change management plan we are on including what is to be expected.



Subject: Weekly Status Report: Project Update and Change Management Plan Progress



Dear [Key Stakeholders],

I hope this email finds you well. I wanted to provide you with an update on the current status of our Workday implementation project and share important information regarding our progress in the fourth week. Here's a summary of the key highlights:

1. Project Status:

We are currently in the Configuration and Testing phase of the project. Our team has been diligently working with our implementation partner to configure the Workday system according to our institution's requirements. We have successfully completed the initial configuration, and the system is currently undergoing comprehensive testing to ensure it meets our expectations.

2. Potential Risks and Issues:

While our project has been progressing well overall, I want to bring your attention to a few potential risks and issues that we have identified and are actively managing:

- **Data Migration:** The complexity of migrating our existing data into Workday is higher than anticipated. We are closely monitoring this process to ensure data integrity and accuracy.
- **Training and Adoption:** As we approach the go-live phase, ensuring smooth user adoption and providing sufficient training for our employees is crucial. We are actively developing our training plan and materials to address this challenge effectively.

3. Upcoming Deliverables:

In the coming week, I

Regenerate response



Continue generating

es:

- Completion of initial system configuration and commencement of end-to-end testing.

Send a message





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Closing Phase

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Final Project Reporting



Give me a template for how to do final project reporting



Certainly! Here's a template for a final project report that you can use to summarize the key aspects and outcomes of your Workday implementation project:

[Project Name] Final Project Report

1. Executive Summary:
 - Provide a concise overview of the project, its objectives, and the outcomes achieved.
 - Summarize the key highlights, challenges, and lessons learned during the implementation process.
 - Highlight the overall impact of the Workday implementation on the institution.
2. Project Background:
 - Briefly describe the context and background of the project, including the rationale for implementing Workday.
 - Recap the project goals, objectives, and the scope of the implementation.
3. Project Timeline and Milestones:
 - Present a timeline of the major project phases and key milestones achieved.
 - Highlight any deviations from the original timeline and the reasons behind them.
4. Project Deliverables:
 - List the key deliverables of the project, such as configured modules, integrated systems, data migration, and training materials.



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Final Thoughts

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Questions?



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More Questions?

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Thank You!



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Evaluate Session



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