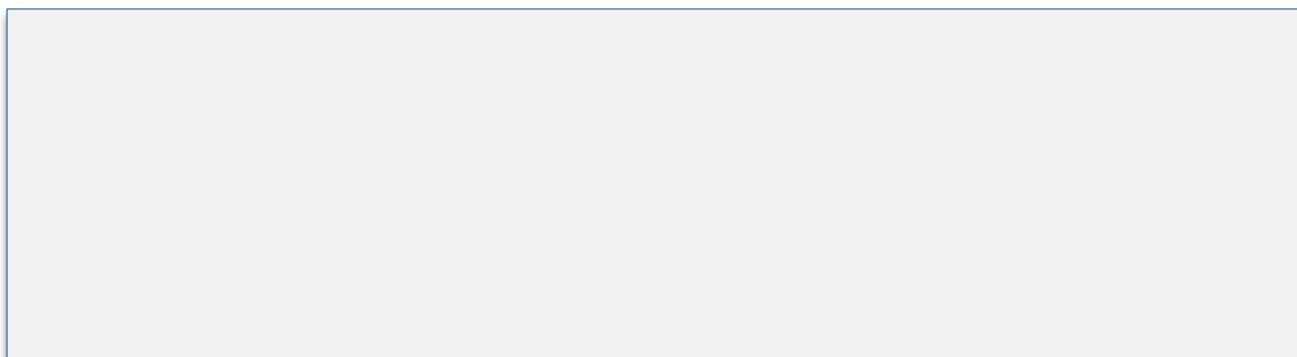# How to Write Project Management Prompts for Generative AI Cheat Sheet
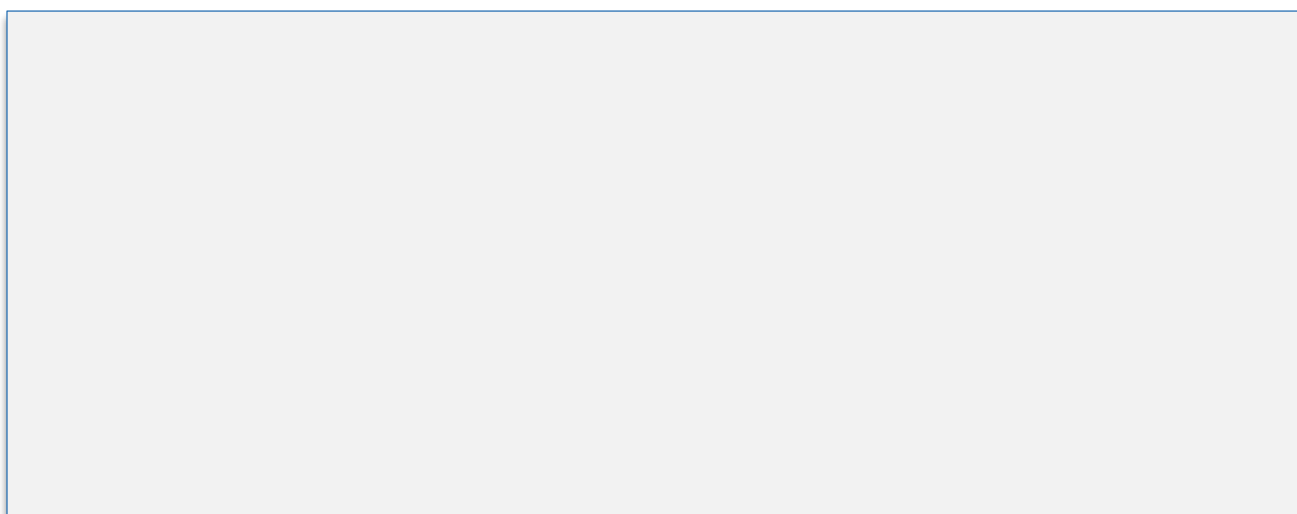
1. Give the AI a Role

2. Prompt the AI with Specific Expertise
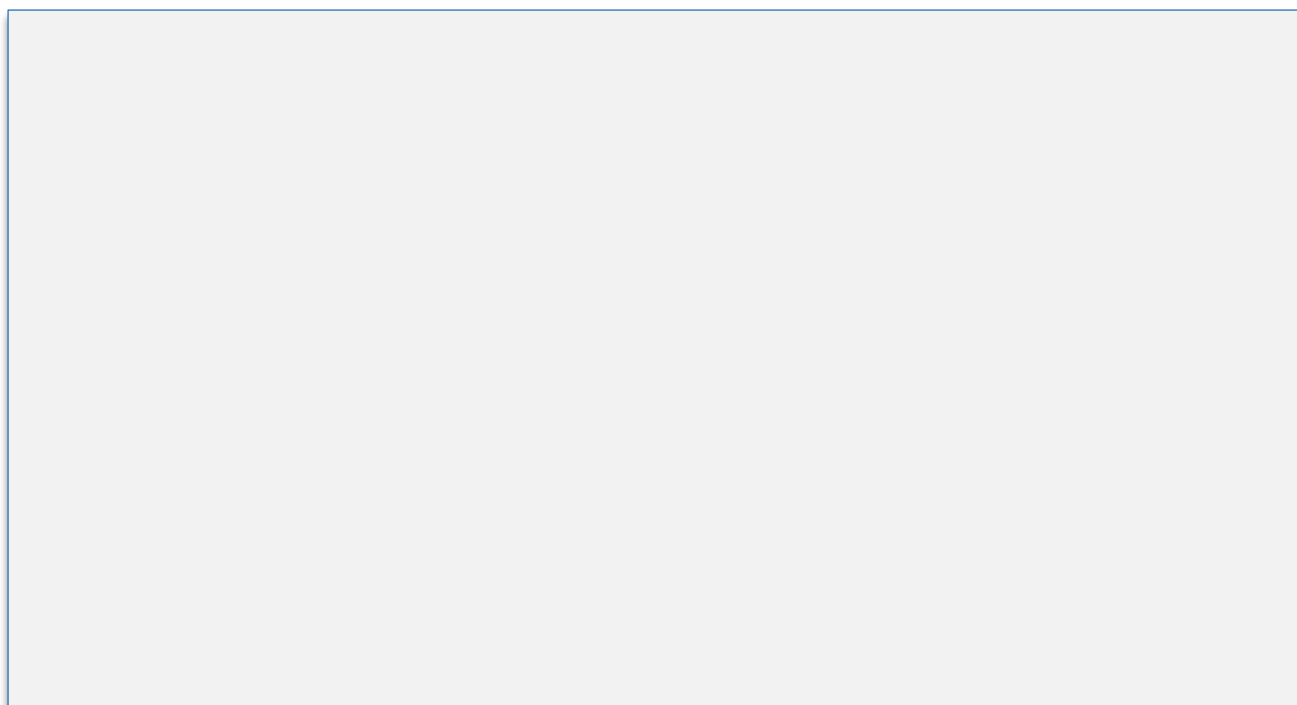
3. Give the AI a Tone of Voice

4. State Your Goal
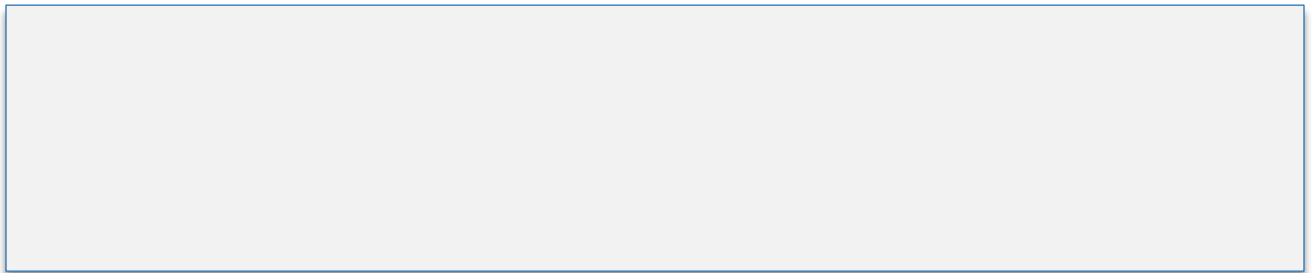
5. Give the AI a Task with Step-by-Step Instructions

6. Give Examples

7. State Constraints

8. Define the Format for the Output

1. *AI ROLE:* You are an [experienced project manager] at a [large Fortune 100 tech company] that [specializes in B2B sales].
2. *SPECIFIC EXPERTISE:* You have [10 years of experience] and are [certified by the Project Management Institute and are a Scrum Master].
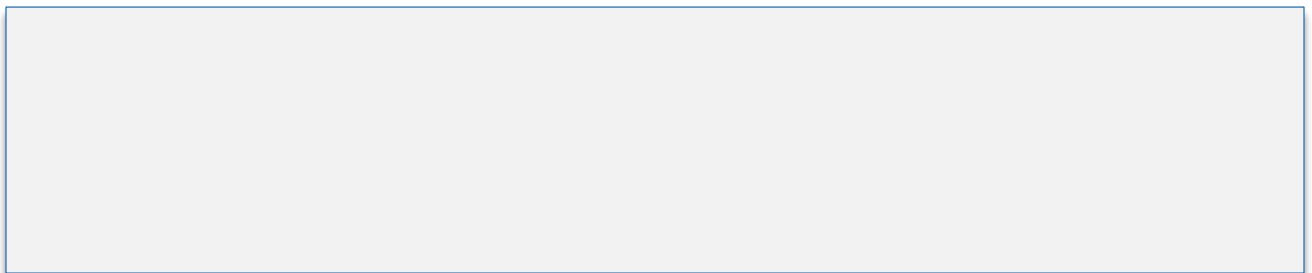3. *TONE OF VOICE:* Your tone is [professional and direct].
4. *GOAL:* You are [managing a software development project] and need to [schedule milestones and deadlines].
5. *STEP-BY-STEP INSTRUCTIONS:* [Create a project schedule for an app development project] that includes [a start and end date with milestones and deadlines based on the average time needed to complete each task]. These should include [time for research, ideation, testing, and execution].
6. *GIVE EXAMPLES:* An example [project timeline template is attached]. Do not include [time needed for monitoring results or task assignments].
7. *CONSTRAINTS:* The output for this task should be [easy to edit and read, in a table format, with dates].

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