A.I
In Project Management

AI PROJECT CYCLE

Deployment

Project Training

TRAINING DETAILS
Duration : 1 Day
Training Hour : 9am to 5pm

AI modelling

Data acquisition & exploration

RECOMMENDED PARTICIPANTS:

Project Team/Managers, Team Leaders, Operation & Admin who want to improve efficiency and reduce manual workload

Training Objectives

1. Build foundational AI knowledge for project managers
2. Understand how AI can be applied across the project lifecycle
3. Learn to use beginner-friendly AI tools in daily project work
4. Guide learners to use AI to improve project outcomes and team productivity

Learning Outcomes:

By end of the session, the learners will be able to:

1. Explain basic AI concepts and their relevance to project management
2. Identify practical use cases of AI in different project phases
3. Apply 1–2 AI tools to streamline tasks like planning, tracking, and reporting
4. Evaluate the risks and limitations of using AI in projects

Training Approach/ Methods

- QA session, Interactive Group discussion with case studies, group tasks and video sharing

Assessment Methods:

- Group Tasks, Individual Work

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(Co Reg no: 201701042497)

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	COURSE CONTENTS
	Topics/ Modules Description
9.00am – 10.00am	Module 1: What Is AI and Why Should Project Managers Care? This module provides foundational understanding of AI and its value to PMs. • What is AI? (machine learning, automation, generative AI) • Real-life examples of AI in daily work (not just for techies) • Why AI matters in modern project management
10.00am- 10.30am	Module 2: Where Can AI Help in the Project Lifecycle? Part 1 In this module will help learner to explore how AI supports the 5 project management stages. • Initiation: Use AI to generate project briefs or proposals • Planning: AI for task breakdowns, timelines, budgets • Execution: Assign tasks and monitor progress with AI • Monitoring: Predict delays and risks using AI tools • Closing: Summarize reports and lessons learned with AI
10.30am-11.00am	Morning Coffee Break

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11.00am-11.45am	**Module 2: Where Can AI Help in the Project Lifecycle? Part 2** **In this module will help learner to explore how AI supports the 5 project management stages.** • **Initiation: Use AI to generate project briefs or proposals** • **Planning: AI for task breakdowns, timelines, budgets** • **Execution: Assign tasks and monitor progress with AI** • **Monitoring: Predict delays and risks using AI tools** • **Closing: Summarize reports and lessons learned with AI**
11.45am – 1.00pm	Module 3: Practical AI Tools for Project Managers This module introduces beginner-friendly AI tools to support project work without requiring technical skills. • Overview of popular AI tools (e.g. ChatGPT, Notion AI, etc) • How these tools assist in planning, task management, and reporting • Basic prompts and real-life use cases
1.00pm -2.00pm	Lunch Break

2.00pm – 3.30pm	**Module 3 Practice +** **Module 4: What Are the Risks and Limits of AI?** • **AI is a helper, not a replacement** • **Risks: data privacy, misinformation, lack of judgment** • **The importance of asking the right questions (prompt quality)**
3.30pm – 4.00pm	Tea Break
4.00pm – 4.45pm	Module 5: Create Your AI-Powered PM Workflow This module guides learners to develop a personalized AI action plan for their work. • Identify 5 repeatable tasks to automate with AI • Build a personal checklist of useful AI tasks • How to promote AI usage in your team or organization
4.45pm -5.15pm	Wrap-Up and Action Planning This session will help participants consolidate their learnings and create actionable steps to implement in their work. ● Summary and key takeaways ● Reflective time ● Q&A session

Yi Jing

HRD Corp Accredited Trainer

Empowering SMEs to Transform Business Strategies into Practical, Team-Driven Action Plans

Background

8+ years of cross-industry project management experience across Malaysia and Taiwan. Led 16 Equity Crowdfunding projects in Malaysia, raising RM27mil+ and managed Malaysia's largest ECF campaign — RM10mil in 4 days. Oversaw urban development projects including Affordable Housing & Urban Renewal.

Specialization

Specializing in project management and team building training for SMEs. My sessions turn business goals into clear, actionable team strategies with practical tools and interactive methods.

Training Topics

1. Turning Goals into Projects: Practical Project Management (把目标变成项目：项目管理实战入门)
2. A.I. in Project Management (AI在项目管理的运用)
3. Team Collaboration Management: Practical Skills in Communication, Task Ownership & Execution(团队协作力管理：沟通、分工、执行的实战训练)
4. Team Building: Execution Bootcamp- From Talk to Action (团队建设：执行力训练营–从说到做到)
5. Team Building: Building Team Alignment and Empowerment (团队建设：打造协同与赋能的团队)
6. Making Strategy Work: Understanding Your Business with the Business Model Canvas (商业目标落地术：用Business Model Canvas看懂公司方向)

Certificate of Completion
This is to certify that
ONG YI JING
has fulfilled all the assessment requirements for
TRAIN-THE-TRAINER
by
MIS ACADEMY (M) SDN BHD
on
28 Mar 2025
at
MIS Academy, Solaris Mont Kiara

Certificate of Accreditation
This is to certify that
ONG YI JING
has fulfilled the HRD Corp requirements and standard for
HRD CORP ACCREDITED TRAINER
valid from
17 Jun 2025 to 17 Jun 2028
This accreditation allows trainers to actively conduct training under various schemes available under HRD Corp platform.

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