AI PROJECT CYCLE

Deployment

Project Planning

A.I In Project Management

AI modelling

Data acquisition & exploration

RECOMMENDED PARTICIPANTS:

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

Training Duration : 1 Day

HRDCORP CLAIMABLE

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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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COURSE CONTENTS

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

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

Module 2: Where Can AI Help in the Project Lifecycle? Part 2

- 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

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

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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)

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

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

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安讯教育与科技有限公司
Axon Consultancy Sdn Bhd

Trainer Portfolio: Ong Yi Jing
HRDC Accredited Trainer |Project Management & Team Development Trainer |Business Growth Consultant

With over 8 years of cross-industry project management experience across Malaysia and Taiwan. Her professional journey spans urban development, equity crowdfunding, and SME consulting, giving her a well-rounded understanding of both strategic planning and on-the-ground execution.

Having led 16 Equity Crowdfunding projects in Malaysia, raising over RM27 million — including Malaysia's largest ECF campaign of RM10 million achieved in just 4 days — she brings a results-oriented mindset and data-driven approach to every training session. Her previous work in urban planning, consulting, and business development further strengthens her ability to connect project management principles to real business challenges.

Today, she specializes in helping SMEs and project teams turn business goals into clear, actionable strategies through practical project management tools, interactive activities, and experiential learning.

Background

Training Topics

1. Turning Goals into Projects: Practical Project Management
2. A.I. in Project Management
3. Team Collaboration Management: Practical Skills in Communication, Task Ownership & Execution
4. Team Building: Execution Bootcamp- From Talk to Action
5. Team Building: Building Team Alignment and Empowerment
6. Making Strategy Work: Understanding Your Business with the Business Model Canvas

Training Philosophy
"Smart, Simple & Real – Training That Teams Actually Use."
Every session is designed to be **practical, engaging, and pressure-free**, helping participants master concepts they can immediately apply in their workplace.

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