CHEAT SHEET | FOR PMO LEADERS

8 AI prompts that give you your week back



Copy, paste and adapt each one to your work.

One rule for all eight

Never paste confidential or personal data into a tool your organisation has not approved. Check the output before it reaches a sponsor or steering group.

01

Turn updates into a steering paper

Act as a PMO director. Turn these updates into a one-page steering paper: decisions needed, top three risks, then progress. Flag any green the evidence does not support. [paste]

02

Build a risk register from notes

Extract every risk, issue and dependency from these notes into a table with owner, likelihood, impact and next action. Mark anything with no clear owner. [paste]

03

Find the decisions nobody is making

Review these action logs and minutes. List every decision raised but not made, how long it has been open, and who should make it. [paste]

04

Stress-test a vendor proposal

Act as a sceptical procurement lead. List unclear commitments, hidden costs, delivery risks and ten questions to ask before signing. Proposal: [paste]

05

Spot the green watermelon

Compare this status report with the milestones and risks behind it. Show where the reported status looks better than the evidence, and why. [paste]

06

Prepare for a hard sponsor conversation

I need to tell my sponsor that [issue]. Draft three ways to open the conversation, the likely objections, and a decision I can ask for.

07

Write lessons learned people read

Turn this closure information into five lessons. For each: what happened, why it mattered, and one change for the next project. One page. [paste]

08

Untangle a long email chain

Summarise this email chain into decisions made, open questions and actions with owners and dates. Flag anything that contradicts the plan. [paste]

Red flags

Check the output before you trust it

01 A summary that quotes figures you never gave it.

02 Risks listed with no source in your notes.

03 A clean bill of health from messy minutes.

04 Advice that ignores the contract you pasted.

05 Confident wording with no evidence behind it.

06 A tool your organisation has not approved.

07 Output sent on without a human read.

08 Client names pasted into a public chatbot.

25% of US workers use AI apps IT has not approved.

Source: 1Password Annual Report 2025

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