JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

AI Project Reporting Assistants and Lessons-Learned Mining Training Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

AI Project Reporting Assistants and Lessons-Learned Mining Training Course

AI Project Reporting Assistants and Lessons-Learned Mining is a 1-week training course for project managers, planners and PMO staff who want generated status reports and searchable project memory, ending with a PMO Reporting Assistant and Lessons Library. Portfolio sponsors expect faster, evidence-based reporting while closed projects hold insight that rarely reaches new plans. This course from Jupiter Prime Training shows how AI turns both into routine PMO practice.

Why AI Project Reporting Assistants and Lessons-Learned Mining Matters Now

Three forces meet in the project office. Sponsors want concise narratives that explain variance rather than raw dashboards; language models can now draft those narratives from schedule, cost and RAID evidence in minutes; and audit teams ask how generated text is checked before it reaches a board. Offices that handle this well stop repeating avoidable mistakes; those that handle it badly circulate ungrounded reports. The course rests on ISO/IEC 42001, the AI management system standard, and the NIST AI Risk Management Framework AI RMF.

Who Gains Most from AI Project Reporting Assistants and Lessons-Learned Mining

- Project leads who write weekly and monthly progress narratives for sponsors
- Planners who maintain baselines, effort estimates and resource curves
- PMO analysts who consolidate portfolio status and escalation flags
- Knowledge owners who curate post-project reviews and lessons records
- Project controls specialists who interpret earned value and cost variance

A PMO that sends planners, controls staff and the lessons owner together gains most, since both depend on shared templates.

AI Project Reporting Assistants and Lessons-Learned Mining Capabilities

Participants move from manual report assembly to grounded drafting and searchable lessons.

- Design prompt templates that produce consistent progress narratives — portfolio sponsors
- Build retrieval over schedule, cost and RAID data so drafts cite evidence — PMO leads
- Apply text classification and topic modelling to lessons records — knowledge owners
- Test generated reports for hallucination and missing sources — assurance reviewers
- Specify stage gate lesson prompts and analogue searches — planners at initiation
- Assess resource levelling and contingency suggestions drawn from history — project controls

Key AI Project Reporting Assistants and Lessons-Learned Mining Terms

- Reporting assistant — an AI tool that drafts status narratives from project records under a fixed template and review rule.
- Retrieval-augmented generation — a method where the model fetches relevant documents first and writes only from that retrieved evidence.
- RAID log — the record of risks, assumptions, issues and dependencies that a project keeps and reports against.
- Lessons-learned mining — the automated classification and search of past project reviews to surface reusable insight.
- Analogue project — a completed project similar enough in scope and context to inform estimates for a new one.
- Hallucination — generated text that sounds plausible but is not supported by any source record.

AI Project Reporting Assistants and Lessons-Learned Mining Day by Day

Day 1: The Reporting Burden and the Knowledge Gap

- Status Report Anatomy and Audience Mapping — Which Sponsors Need Which Signals
- Project Data Sources and Integration Points — Where Assistants Draw Evidence
- Lessons-Learned Repositories and Retrieval Failures — Why Past Insight Goes Unused
- Large Language Model Strengths and Limits — Fit for Narrative Drafting
- ISO/IEC 42001 and NIST AI RMF Controls — Acceptable Use in the PMO

Day 2: Building Reporting Assistants

- Prompt Templates for Weekly Progress Narratives — Consistency Across Projects
- Retrieval-Augmented Generation over Schedules and Cost Data — Grounded Drafts
- Earned Value Metrics Interpretation by AI — Explaining Variance to Sponsors
- RAID Log Summarisation and Escalation Flags — Issues Needing Executive Attention
- Hallucination Checks and Source Citation Rules — Trust in Generated Reports

Day 3: Mining Lessons from Closed Projects

- Text Classification of Lessons Records — Tagging by Phase and Cause
- Topic Modelling across Post-Project Reviews — Recurring Failure Patterns
- Semantic Search for Similar Past Projects — Analogues at Initiation
- Root Cause Clustering for Delay and Overrun — Targets for Process Change
- Lessons Quality Scoring and Curation — Which Entries Deserve Reuse

Day 4: Feeding Insight into Planning

- Lesson Prompts at Stage Gates — Questions Planners Must Answer
- Resource Levelling Suggestions from Historical Effort — Realistic Staffing Curves
- Risk Prediction from Past Issue Patterns — Early Warning for New Baselines
- Cost Forecast Adjustment from Analogue Projects — Contingency Sizing Choices
- Human Review Workflow and Sign-Off Roles — Accountability for AI Suggestions

Day 5: Practising the PMO Reporting Assistant and Lessons Library

- Drafting a Sponsor Report with the Assistant — Applying Day 2 Templates
- Querying the Lessons Corpus for a Live Project — Applying Day 3 Search
- Stage Gate Lesson Check on a Sample Plan — Applying Day 4 Prompts
- Adoption Metrics and Usage Feedback — Deciding What to Scale
- Assembling the PMO Reporting Assistant and Lessons Library — Rollout Decision

Applying AI Project Reporting Assistants and Lessons-Learned Mining After the Course

- Run the sponsor report template on two live projects and compare review effort.
- Tag the last twenty post-project reviews with the classification scheme and test semantic search.

AI Project Reporting Assistants and Lessons-Learned Mining Questions FAQ

What is AI project reporting assistants and lessons-learned mining, and why does it matter now?

It is the use of language models to draft grounded status reports and to search past project reviews. It matters now because sponsors expect faster narratives and generated text must be checked before it informs decisions.

Which roles gain most from AI project reporting assistants and lessons-learned mining?

Project leads, planners, PMO analysts, project controls specialists and lessons owners gain most.

How does AI project reporting assistants and lessons-learned mining differ from an AI scheduling course?

It focuses on narrative reporting and knowledge reuse rather than schedule generation. Scheduling courses build and optimise networks; this one explains progress to sponsors and feeds past lessons into new plans.

What do you bring back from AI project reporting assistants and lessons-learned mining?

You bring back a working reporting template, a lessons tagging scheme and a rollout outline.

AI Project Reporting Assistants and Lessons-Learned Mining: The Way Forward

The PMO Reporting Assistant and Lessons Library first informs which projects move to generated reporting and which review files are curated first. Project leads, planners and the lessons owner use it weekly. After its first reporting cycle, revisit the review checkpoints and tagging rules where sponsor feedback and search misses show gaps.