STUDENT GUIDE

Prompt Engineering for Project Managers: The Power of AI & Claude

Global Edition — FIDIC | NEC4 | PMI PMBOK | ISO 31000

All 47 Course Prompts — Complete Reference

Chartered Engineers Academy | chartered-eng.com

Document type	Student Reference Guide — Complete Course Companion
Published by	Chartered Engineers Academy
Website	chartered-eng.com
Course	Prompt Engineering for Project Managers: The Power of AI & Claude
Edition	Global — FIDIC / NEC4 / PMI PMBOK / ISO 31000
Total prompts	47 complete prompts — all 9 demonstration sections
Total lessons	55 lessons across 10 sections
Total duration	~9 hours 45 minutes

1. How to Use This Guide

This Student Guide is your complete reference for the entire course. It contains every prompt you will see demonstrated on screen — written out in full so you can read them before each lesson, copy them into your own projects, and build your personal PM prompt library as you go through the course.

This guide is structured to match the course exactly. Every lesson number, every prompt, and every section resource in this guide corresponds directly to what you see in Udemy. Keep it open alongside each lesson.

Lesson numbers	Match your Udemy course exactly. Lesson 2.1 in this guide = Lesson 2.1 on screen.
DEMO lessons	Watch Claude being used live. Read the prompt in this guide before the demo starts so you know what to expect.
TEACHING lessons	Concept and framework content. No live demo. Follow along with the slides.
WORD DEMO (9.5)	Lesson 9.5 only — Word document demonstration, not Claude.
Prompts in this guide	Every prompt is written in full — copy and paste into Claude on your own projects.
Pro tips	Every prompt has a Pro Tip explaining how to adapt it and get the best output.
Section resources	Download the PDF prompt library at the end of each section from the Resources tab.

TIP: Start your personal PM prompt library now — before Lesson 1.1.
Open a Word document. Create section headings matching the 10 course sections.
After each DEMO lesson, copy the prompt you want to keep into the right section.
By the end of this course you will have 47 tested, professional prompts organised and ready.
The Bonus 30-Prompt PDF in the Bonus section is your head start — download it first.

⚠️ **PROFESSIONAL RESPONSIBILITY — read before using any prompt on a real project:**
- Never paste client names, contract values, or commercially sensitive data into Claude.ai
- Always review every AI-generated output before submitting to any employer or client
- Verify all clause references, regulatory requirements, and specific figures independently
- You are the professional signatory. Claude is your drafting assistant.

2. Course Overview

This course teaches you to use Claude (AI) as a professional drafting assistant across every major project management task. All examples use international standards — FIDIC, NEC4, PMI PMBOK, and ISO 31000. No country-specific references. Every prompt works on any project globally.

Section 1	Introduction — Why This Changes Everything | 35 min | 28 slides | 0 demos
Section 2	The RACE Prompt Framework | 55 min | 44 slides | 5 demos
Section 3	AI for Project Initiation | 60 min | 48 slides | 5 demos
Section 4	AI for Planning | 65 min | 52 slides | 6 demos
Section 5	AI for Risk Management | 65 min | 52 slides | 6 demos
Section 6	AI for Reporting and Communications | 70 min | 56 slides | 7 demos
Section 7	AI for Contracts and Commercial | 65 min | 52 slides | 6 demos
Section 8	AI for Stakeholder Engagement | 50 min | 40 slides | 5 demos
Section 9	Advanced Prompting Techniques | 55 min | 44 slides | 5 demos
Section 10	Ethics, Responsibility and Governance | 40 min | 32 slides | 2 demos
Bonus	30-Prompt Library + 4 downloadable PDFs

Total: 462 slides · 47 live AI demonstrations · ~9 hours 45 minutes · 10 downloadable prompt library PDFs

3. The RACE Prompt Framework

Every high-quality AI prompt in this course is built on the RACE framework. Before you use any prompt, understand what makes it work.

R — ROLE	Tell Claude exactly who to be. Not "project manager" — "senior PM with 15 years on international FIDIC Design-Build projects in the Gulf region." Specificity transforms output quality.
A — ASK	One clear task per prompt. Do not bundle multiple requests. If you need three outputs, use three prompts.
C — CONTEXT	Your project background. Contract type, stage, value, employer, constraints. Paste directly from emails, briefs, or specifications — Claude reads raw text.
E — EXAMPLES	Specify the output format explicitly — table with exact columns, formal letter, bullet list, report section. Never leave format to chance.

RULE: Every prompt in this guide follows the RACE structure. When you adapt a prompt for your project, replace the CONTEXT section with your project details. The Role, Ask, and Output Format sections are engineered — do not change them unless you know why.

4. All 47 Course Prompts — Complete Reference

The following pages contain every prompt demonstrated in the course, written out in full. They are organised by section, matching your Udemy course exactly. Each prompt includes what Claude produces and a Pro Tip for adapting it to your project.

HOW TO USE THESE PROMPTS:
1. Find the prompt for the lesson you just watched (lesson number matches prompt number)
2. Copy the full prompt text from the shaded blue box
3. Open claude.ai — start a New Chat
4. Paste the prompt
5. Replace [BRACKET] text with your specific project information
6. Press Enter and review the output professionally before use

SECTION 2 — The RACE Prompt Framework | Lessons 2.1 – 2.6

2.1 Weak Prompt — The BEFORE Example

DEMO

In Lesson 2.1, watch what Claude returns from a single-sentence prompt with no role, no context, and no format instruction. This is the BEFORE that makes the RACE framework unforgettable.

PROMPT 2.1 — Weak prompt (paste this exactly — do not improve it):

```
Write a risk register for my project.
```

✅ **WHAT CLAUDE PRODUCES:** 3 generic rows: "Schedule delay", "Cost overrun", "Scope creep". No project context. No format. No FIDIC reference. Professionally usable: 0%.

2.2 Strong RACE Prompt — The AFTER Example

DEMO

Lesson 2.2 runs the same task using a full RACE prompt. Same AI. Same tool. The output difference is dramatic. This is the core lesson of the entire course.

PROMPT 2.2 — Strong RACE prompt — global infrastructure risk register:

```
You are a senior project manager with 15 years of experience delivering large-
scale
infrastructure projects internationally, including roads, bridges, pipelines,
and
commercial buildings. You are familiar with FIDIC contract conditions, PMI
standards,
and international project management best practice.

TASK: Create a professional risk register for the project described below.

CONTEXT:
- Project: Design and Build highway widening and interchange upgrade
- Location: Middle East (Gulf region)
- Contract: FIDIC Yellow Book (Design-Build), lump sum
- Project value: USD 45 million
- Stage: Design development (30% complete)
- Key risk areas: ground conditions, utility conflicts, extreme heat during
  construction, regulatory approvals, subcontractor performance, scope gaps

OUTPUT FORMAT: Table with these columns:
Risk ID | Risk Category | Risk Description | Likelihood (1-5) | Consequence (1-
5) |
Risk Score (L x C) | Risk Rating (Low/Medium/High/Critical) | Mitigation Action
| Owner

Risk rating scale: 1-4=Low, 5-9=Medium, 10-16=High, 17-25=Critical
Include 10 risks across at least 4 categories.
Use professional language suitable for an international client.
```

✅ **WHAT CLAUDE PRODUCES:** 10 professionally written risks with FIDIC-aware language. Scored. Mitigated. Owner assigned. Paste-ready into Word. Time to generate: 90 seconds.

💡 **PRO TIP:** Replace the CONTEXT section with your project details. The more specific your context, the more specific the output. This prompt is the foundation for Prompt 5.1 (full risk register) — study both.

2.3 Format Instructions — Same Prompt, Three Outputs DEMO

Lesson 2.3 demonstrates that format changes everything. The same task prompt is run three times with different format instructions. Run this yourself with three separate Claude chats.

PROMPT 2.3 — Run this three times, changing only the last line each time:

```
You are a senior project manager preparing an update on a major construction
project.

CONTEXT: The project is 4 weeks behind schedule due to unexpected ground
conditions
discovered during foundation excavation. The contractor has submitted an
Extension of
Time request under FIDIC Clause 8.4. The employer is aware there is a problem
but
has not yet received formal written notification.

Provide a project delay update.

--- Run 1: Add this line ---
Format: A table with columns: Issue | Impact | Action | Owner | Due Date

--- Run 2: Replace with this line ---
Format: Five concise bullet points suitable for a project dashboard.

--- Run 3: Replace with this line ---
Format: A formal letter from the Project Manager to the Employer's
Representative.
```

✅ **WHAT CLAUDE PRODUCES:** Three completely different outputs from identical content. Same facts, same AI — only the format instruction changed. This is why you must always specify your output format explicitly.

💡 **PRO TIP:** Use the table format for your issues register. Use the bullet format for dashboard updates. Use the letter format for formal notifications. The content is the same — the format is what makes it fit for purpose.

2.4 Context Paste Technique — Raw Notes to Structured Output DEMO

Lesson 2.4 shows you the most time-saving technique in the course: paste raw, unformatted notes directly into Claude. No reformatting needed. Claude reads and interprets exactly as you wrote them.

PROMPT 2.4 — Context paste demo (paste raw notes exactly as shown):

```
You are a project manager assistant. Read the following raw project notes and
produce
a structured project status summary with: 1) Project overview, 2) Progress this
week,
3) Key issues, 4) Actions required.

[PASTE THESE RAW NOTES BELOW THIS LINE]
monday - meeting with employers rep - not happy about delays - ground
conditions worse than expected
geotech says 6 weeks to redesign foundations - contractor wants EOT under fidic
8.4
engineer of record still reviewing redesign options - chased twice this week
employer asking for updated schedule - needs to go to their board next week
```

```
budget looking tight - contingency now at 12% - finance team concerned
next milestone is 30% design issue - currently tracking 4 weeks late
safety - no incidents - good week on site
subcontractor for MEP not yet appointed - need to move on this
```

✅ **WHAT CLAUDE PRODUCES:** A fully structured, professional status summary in four clearly labelled sections. From phone shorthand to board-ready report in 60 seconds.

💡 **PRO TIP:** Replace the raw notes with your own weekly project notes — even voice memo transcriptions or WhatsApp messages. Claude handles the grammar, structure, and formatting. This is Prompt 6.1 (weekly status report) applied to any raw input.

2.5 Role Comparison — Generic vs Specific Expert Role — DEMO

Lesson 2.5 runs the same task twice in two separate Claude chats — first with a generic role, then with a specific expert role. The output quality difference makes the role instruction unforgettable.

PROMPT 2.5 — Run 1: Generic role (start a new chat):

```
You are a project manager.

Write a risk identification checklist for a construction project.
List 8 risks.
```

✅ **WHAT CLAUDE PRODUCES:** Generic, industry-standard risks. "Budget overrun", "Schedule delay", "Scope creep". Useful as a starting point but not specific to any project type, location, or stage.

PROMPT 2.5b — Run 2: Specific expert role (start a NEW chat — do not continue from Run 1):

```
You are a senior project manager with 15 years of experience on international
Design and Build infrastructure projects, including highways, bridges, and
commercial developments in the Middle East, Southeast Asia, and Africa.
You are experienced with FIDIC Yellow Book contracts, PMI risk management
standards, and managing multicultural project teams in challenging
environments.

Write a risk identification checklist for a USD 45 million highway Design and
Build
project in the Gulf region at design development stage (30% complete).
List 8 risks specific to this project type, location, and stage.
```

✅ **WHAT CLAUDE PRODUCES:** Domain-specific risks: ground condition uncertainty at 30% design, FIDIC Clause 4.12 notice obligations, regulatory approval timeline in Gulf region, extreme heat productivity impact, multicultural team communication risks. Night-and-day difference from Run 1.

💡 **PRO TIP:** The role instruction is your single biggest lever. Spend 10 extra seconds making it specific. Add your contract type, region, experience level, and relevant standards. Every other prompt in this course uses a specific expert role for this reason.

2.6 The 5 Most Common Prompt Mistakes — TEACHING

Lesson 2.6 is a teaching module — no live demo. These are the five mistakes that cause disappointing AI output. Fix these and every prompt you write improves immediately.

Mistake 1 — No role	You typed "you are a project manager" and got generic output. Fix: always specify your domain, years of experience, contract type, and region.
Mistake 2 — Multiple tasks	You asked for a risk register AND a status report AND a stakeholder matrix in one prompt. Fix: one task per prompt. Three tasks = three prompts.
Mistake 3 — No format	You did not specify how you want the output. Claude guessed. Fix: state the exact format — table with named columns, bullet list, formal letter, Word-ready report section.
Mistake 4 — Vague ask	You wrote "write something about the risk" instead of "produce a 10-row risk register with scoring and mitigation actions for an international FIDIC D&B project."
Mistake 5 — No context	You gave Claude no project information. Fix: paste your project brief, contract type, stage, value, and employer type directly into the Context section.

SECTION 3 — AI for Project Initiation | Lessons 3.1 – 3.5

3.1 Project Brief — Rough Notes to Employer-Ready Document

DEMO

Lesson 3.1 demonstrates taking raw stakeholder notes and producing a complete, formally structured project brief suitable for employer sign-off. The full RACE prompt and output are shown on screen.

PROMPT 3.1 — Project brief — international Design and Build project:

```
You are a senior project manager preparing a formal project brief for employer
review and approval on a major international construction project.

TASK: Write a complete project brief document from the notes below.

CONTEXT — raw notes:
- Project: Design and Build of a new 120,000 sqm commercial and mixed-use
  development including office towers, retail podium, and basement car park
- Location: Dubai, UAE
- Employer: International real estate developer
- Contract: FIDIC Yellow Book (Design-Build), lump sum
- Approximate project value: USD 180 million
- Duration: 36 months from NTP to handover
- Key requirements: LEED Gold certification, local authority approvals (DDA,
DM),
  Employers Requirements document to be issued at contract award
- Key constraints: tight plot boundary, existing live road on north boundary,
  groundwater table at 3.5m below surface, phased handover required
- Key team: Project Director, Design Manager, Construction Manager, MEP
Manager,
  Cost Manager, Planning Engineer

OUTPUT FORMAT:
1. Project Overview (2 paragraphs)
2. Objectives (bullet list)
3. Scope of Works — In Scope and Out of Scope
4. Key Constraints
5. Deliverables
6. Roles and Responsibilities
7. Programme Summary

Use professional language suitable for employer sign-off.
```

✅ **WHAT CLAUDE PRODUCES:** A complete, formally structured project brief document — 7 sections, professional language, suitable for employer sign-off. Generated from rough bullet notes in under 2 minutes.

💡 **PRO TIP:** Replace the CONTEXT section with your own project's raw notes — paste directly from your briefing emails or meeting notes. You do not need to clean them up first. The more detail you provide, the more accurate the brief.

3.2 Project Charter — PMI PMBOK Aligned

DEMO

Lesson 3.2 produces a full PMI PMBOK-aligned project charter applicable to any contract type — FIDIC, NEC4, lump sum, or cost-plus. The output includes all 10 standard charter elements including a sign-off block.

PROMPT 3.2 — Project charter — PMI-aligned international project:

```
You are a senior project manager creating a project charter aligned to PMI
PMBOK standards.

TASK: Produce a project charter for the project described below.

CONTEXT:
- Project name: Al Rayyan Mixed-Use Development – Phase 1
- Sponsor: Chief Development Officer, Gulf Properties Group
- Project Manager: [Your Name]
- Project type: Design and Build – commercial and residential mixed-use towers
- Location: Doha, Qatar
- Contract: FIDIC Yellow Book (Design-Build), lump sum
- Budget: USD 220 million
- Programme: 42 months from NTP to final completion
- Strategic purpose: Deliver a landmark mixed-use development in advance of
  a major international event deadline. Project must achieve GSAS 3-star
rating.

OUTPUT FORMAT: Full project charter with:
1. Project Purpose and Business Justification
2. Project Objectives (SMART)
3. High-Level Scope
4. Key Assumptions
5. Key Constraints
6. High-Level Risks
7. Key Milestones
8. Budget Summary
9. Key Stakeholders
10. Authorization and Sign-off block (Sponsor / PM / Date)
```

✅ **WHAT CLAUDE PRODUCES:** A complete PMI-aligned project charter with all 10 elements. SMART objectives, high-level risks, milestone table, and authorization block — all in one output. Ready for sponsor sign-off.

💡 **PRO TIP:** Share this charter with your sponsor at your first meeting and ask them to confirm or amend each section. Every amendment they make is a scope discussion — better to have it in Week 1 than Week 36.

3.3 Scope of Works — Draft and Gap-Check (Two-Prompt Workflow) DEMO

Lesson 3.3 demonstrates a two-prompt workflow: Prompt 3.3a drafts the scope of works, and Prompt 3.3b audits it for gaps. Both prompts are recorded as one continuous demonstration.

PROMPT 3.3a — Scope of works — Prompt 1: Draft the scope:

```
You are a senior project manager drafting a scope of works for a major
international Design and Build infrastructure project.

TASK: Write a detailed Scope of Works document for the project below.

CONTEXT:
- Project: Design and Build of a 45km highway widening and interchange upgrade
- Location: Kingdom of Saudi Arabia
- Contract: FIDIC Yellow Book (Design-Build), lump sum, USD 380 million
- Works include: carriageway widening, new interchanges (3 no.), bridge
widening,
  drainage upgrade, lighting, traffic management systems, landscaping,
  all design, surveys, investigations, regulatory approvals
```

```
Format as:
In Scope (numbered list) | Out of Scope (numbered list) |
Exclusions and Qualifications (numbered list)

Use precise, unambiguous language. Each item must be one clear sentence.
```

✅ **WHAT CLAUDE PRODUCES:** A structured scope of works with three clearly separated sections: In Scope, Out of Scope, Exclusions and Qualifications. Professional language, one clear sentence per item.

PROMPT 3.3b — Scope of works — Prompt 2: Audit for gaps (paste Prompt 3.3a output where shown):

```
You are a senior contracts manager reviewing a scope of works document before
it is issued to contractors for tender pricing.

TASK: Review the scope of works below and identify:
1. Items that are ambiguous or could be interpreted differently by different
contractors
2. Items that appear to be missing based on the project type
3. Items that could lead to a variation claim during delivery
4. Interface responsibilities that are not clearly defined

[PASTE THE OUTPUT FROM PROMPT 3.3a HERE]

Output format: Gap analysis table:
Gap / Issue | Location in SOW | Risk to Employer | Recommended Fix
```

✅ **WHAT CLAUDE PRODUCES:** A gap analysis table identifying every ambiguity, missing item, and potential variation claim risk in the scope. This is your pre-issue quality check — one missed ambiguity can cost more than the entire PM fee.

💡 **PRO TIP:** Always run both prompts before issuing any scope document for tender. Prompt 3.3b is your contracts manager QA check. The gap analysis table identifies commercial risk before it becomes a formal variation claim.

3.4 Assumptions and Constraints Register DEMO

Lesson 3.4 produces a complete assumptions and constraints register from project context — the most underused project initiation document. Applicable to any sector and contract type.

PROMPT 3.4 — Assumptions and constraints register — international project:

```
You are a senior project manager preparing an assumptions and constraints
register
for an international infrastructure project at initiation stage.

TASK: Produce a complete assumptions and constraints register.

CONTEXT:
- Project: Design and Build highway widening and interchange upgrade
- Location: Kingdom of Saudi Arabia
- Contract: FIDIC Yellow Book, USD 380 million, lump sum
- Stage: Project initiation
- Known factors: extreme summer heat (construction windows restricted May-Sep),
  multiple live highway lanes must remain open throughout construction,
  ground conditions vary significantly, government approvals from multiple
  ministries required, local content requirements apply
```

```
OUTPUT FORMAT: Two tables.
Table 1 — Assumptions:
ID | Assumption Statement | Impact if Incorrect | Owner | Review Date

Table 2 — Constraints:
ID | Constraint Description | Category | Impact on Project

Categories: Budget | Schedule | Regulatory | Technical | Environmental | HSE
Include at least 6 assumptions and 6 constraints.
```

✅ **WHAT CLAUDE PRODUCES:** Two professionally structured tables: an assumptions register with impact analysis and owners, and a constraints register categorised by type. Review at every steering committee meeting.

💡 **PRO TIP:** When a risk materialises on your project, check your assumptions register first. In 80% of cases, an assumption was wrong. The register you create at initiation becomes your risk post-mortem tool at close-out.

3.5 SMART Project Objectives — DEMO

Lesson 3.5 converts a project description into 5 SMART objectives with measurable success criteria and responsible owners — the foundation for every KPI and milestone in your project management plan.

PROMPT 3.5 — SMART objectives — international project:

```
You are a senior project manager defining project objectives for a major
international construction project.

TASK: Write 5 SMART project objectives for the project below.

CONTEXT:
- Project: Design and Build of a 450-bed hospital
- Location: Riyadh, Kingdom of Saudi Arabia
- Employer: Ministry of Health
- Contract: FIDIC Yellow Book (Design-Build)
- Budget: USD 310 million
- Programme: 48 months from NTP to operational handover
- Key requirement: Hospital must be operational and fully commissioned,
  achieve JCI accreditation readiness, and comply with Saudi Building Code

For each objective provide:
- The SMART objective statement (Specific, Measurable, Achievable, Relevant,
Time-bound)
- How it will be measured
- Who is responsible
```

✅ **WHAT CLAUDE PRODUCES:** 5 SMART objectives with clear measurement criteria and responsible owners. Each objective is specific enough to be tracked on a dashboard and measurable enough to confirm achievement at handover.

💡 **PRO TIP:** Present these objectives to your employer at the kick-off meeting. Ask them to confirm each one. If they want to change one, that conversation defines your scope. Better to have it in Week 1 than in the final account negotiation.

SECTION 4 — AI for Planning | Lessons 4.1 – 4.6

4.1 Work Breakdown Structure — 3-Level WBS

DEMO

Lesson 4.1 produces a 3-level WBS coded and formatted for import into Primavera P6 or MS Project. Infrastructure, buildings, oil and gas variants shown.

PROMPT 4.1:

```
You are a senior project manager experienced in delivering major Design and
Build
infrastructure and building projects internationally.

TASK: Create a Work Breakdown Structure (WBS) for the project below.

CONTEXT:
- Project: Design and Build highway widening and interchange upgrade
- Location: Gulf region, Middle East
- Contract: FIDIC Yellow Book, USD 380 million
- Key work packages: topographic survey, geotechnical investigation, utility
mapping,
  highway design, interchange design, drainage design, bridge design,
  Employer approvals, regulatory permits, earthworks, pavement construction,
  bridge construction, drainage installation, MEP (lighting/signals),
  landscaping, testing and commissioning, handover
- Stages: Design, Approvals and Permits, Procurement, Construction,
  Testing and Commissioning, Handover and Close-out

OUTPUT FORMAT:
- 3-level WBS hierarchy
- Level 1 = Project phases
- Level 2 = Work packages within each phase
- Level 3 = Key activities within each work package
- WBS coding: 1.0 / 1.1 / 1.1.1
- Indented list format (not a table)
```

✅ **WHAT CLAUDE PRODUCES:** A complete 3-level WBS with coding, indented list format, ready for scheduling software import. Covers all phases from design through handover.

💡 **PRO TIP:** After generating, send a second prompt: "What work packages are typically included in a [project type] project that appear to be missing from this WBS?" Claude will identify gaps before you start scheduling.

4.2 Schedule Narrative

DEMO

Lesson 4.2 converts a milestone list into a professional schedule narrative for a Project Management Plan — suitable for employer and lender submission.

PROMPT 4.2:

```
You are a senior planning engineer writing the programme narrative section of a
Project Management Plan for submission to an international employer.

TASK: Write a professional schedule narrative from the milestone list below.

CONTEXT — milestone list:
- Month 1-2: Mobilisation, surveys, and geotechnical investigation
```

```
- Month 3-8: Concept and preliminary design
- Month 6: Employer design review – Preliminary Design Report
- Month 9-16: Detailed design and preparation of IFC drawings
- Month 12: Employer design review – Detailed Design Report
- Month 14: Regulatory authority approvals submission
- Month 18: Regulatory approvals received (assumed)
- Month 16: Construction commencement (major earthworks)
- Month 16-38: Construction works (earthworks, structures, pavement, MEP)
- Month 36: Systems testing and commissioning
- Month 40: Substantial Completion
- Month 42: Final Completion and Taking-Over Certificate

Write 3-4 paragraphs. Include: overall duration, key phases, critical path
logic,
key dependencies, and design-construction overlap strategy.
Language suitable for submission to an international employer and their
lenders.
```

✅ **WHAT CLAUDE PRODUCES:** A professional 3-4 paragraph schedule narrative covering programme duration, critical path logic, key dependencies, and design-construction overlap. Lender-ready language throughout.

💡 **PRO TIP:** Paste your Gantt milestones directly from your scheduling software output — even as copied table data. Claude interprets the information and writes the narrative. This saves 45 minutes per project management plan.

4.3 RACI Matrix

DEMO

Lesson 4.3 produces a full responsibility assignment matrix for any project team structure — principal contractor, JV, alliance, or consulting.

PROMPT 4.3:

```
You are a senior project manager creating a responsibility assignment matrix
for
a major international Design and Build project.

TASK: Produce a RACI matrix for the project below.

CONTEXT:
- Project: Design and Build highway widening and interchange upgrade, Gulf
region
- Team roles: Project Director (PD) | Design Manager (DM) | Construction
Manager (CM) |
  Planning Engineer (PE) | Contracts Manager (CoM) | HSE Manager (HSE) |
  Quality Manager (QM) | Employer (E) | Engineer (Eng) | Regulatory Authority
(RA)

Activities to include:
Project charter approval | Design brief issue | Geotechnical investigation |
Preliminary design submission | IFC drawing issue | Employer design review |
Regulatory authority approvals | Subcontractor procurement |
Construction supervision | HSE plan implementation | Quality audits |
Progress reporting | Variation management | Testing and commissioning |
Substantial completion inspection | Final account | Project close-out

RACI: R=Responsible, A=Accountable, C=Consulted, I=Informed
Format: Activity | PD | DM | CM | PE | CoM | HSE | QM | E | Eng | RA
```

✅ **WHAT CLAUDE PRODUCES:** A complete RACI matrix covering 17 key project activities across

10 roles. Every cell assigned with R, A, C, or I. Ready for inclusion in the Project Management Plan.

💡 **PRO TIP:** After generating, check every row where two roles share "A" (Accountable). That is a governance gap. Only one person can be accountable for each activity. Resolve before project execution begins.

4.4 Basis of Estimate Narrative DEMO

Lesson 4.4 converts cost line items into a professional basis of estimate narrative for employer and lender submission.

PROMPT 4.4:

```
You are a senior cost manager writing the basis of estimate narrative for
inclusion in a Project Execution Plan submitted to an international employer.

TASK: Write a professional basis of estimate narrative from the cost data
below.

CONTEXT — project cost breakdown (USD):
- Design and engineering fees: 12,500,000
- Surveys and investigations: 2,200,000
- Regulatory approvals and permits: 1,800,000
- Earthworks and subgrade: 48,000,000
- Pavement works: 62,000,000
- Bridge and structures: 85,000,000
- Drainage works: 18,500,000
- Electrical, lighting and ITS: 22,000,000
- Landscaping and reinstatement: 8,000,000
- Project management and supervision: 28,000,000
- Contingency (15%): 42,000,000
- Total project budget: USD 330,000,000

Estimating basis: benchmark rates from comparable Gulf region projects,
vendor quotations for specialist MEP and ITS works, contingency at 15%
reflecting early design stage uncertainty at 30% design completion.

Write 3-4 paragraphs: estimate methodology, key assumptions, contingency
rationale, and exclusions. Language for international employer and lender
review.
```

✅ **WHAT CLAUDE PRODUCES:** A professional 3-4 paragraph BoE narrative covering methodology, assumptions, contingency rationale, and exclusions. Employer and lender-ready language. Justifies the contingency level with design stage context.

💡 **PRO TIP:** State your design completion percentage explicitly in the estimating basis — it justifies your contingency level. At 30% design, 15% contingency is standard and defensible. At 90% design, 5% is appropriate.

4.5 Procurement Plan DEMO

Lesson 4.5 produces a complete procurement plan covering strategy, package list, supplier qualification, local content, governance, and risk.

PROMPT 4.5:

```
You are a senior project manager developing a procurement plan for a major
international Design and Build project in the Gulf region.

TASK: Write a procurement plan for the project below.

CONTEXT:
- Project: Design and Build hospital, Riyadh, Saudi Arabia
- Head contract: FIDIC Yellow Book, Design-Build, lump sum, USD 310 million
- Key subcontract packages: specialist medical equipment installation,
  MEP works, IT and communications systems, facade and curtain wall,
  interior fit-out, landscaping
- Procurement requirements: Saudi Vision 2030 local content obligations apply,
  employer pre-qualification approval required for all specialist
subcontractors
- Timeline: procurement to commence at Preliminary Design approval (Month 6)

OUTPUT FORMAT: Full procurement plan with:
1. Procurement strategy
2. Package list: Package | Method | Est. Value (USD) | Timeline | Approvals
Required
3. Supplier pre-qualification requirements
4. Local content compliance approach
5. Approval and governance pathway
6. Key risks and mitigations
```

✅ **WHAT CLAUDE PRODUCES:** A complete procurement plan with strategy, package table, qualification requirements, local content approach, governance pathway, and risk register. Suitable for employer and PMO submission.

💡 **PRO TIP:** Include your specific local content percentage requirements in the Context section. Claude will integrate them into the strategy and compliance approach automatically, saving you the manual drafting.

4.6 Communication Management Plan — DEMO

Lesson 4.6 produces a full communications management plan for multicultural international teams — including language protocols, FIDIC obligations, and lender reporting.

PROMPT 4.6:

```
You are a senior project manager writing a communication management plan for a
major international construction project with a multicultural team.

TASK: Produce a communication management plan for the project below.

CONTEXT:
- Project: Design and Build hospital, Riyadh, Saudi Arabia, USD 310 million
- Key stakeholders: Ministry of Health (employer) | Employer's Representative |
  Design consultant (UK-based) | Main contractor (international JV) |
  Local authority | Specialist subcontractors (12 packages) | Lender's
technical advisor
- Team languages: English (primary project language), Arabic (employer)
- Project duration: 48 months

OUTPUT FORMAT:
1. Communication objectives
2. Stakeholder communications matrix:
   Stakeholder | Information Needs | Method | Frequency | Responsible | Format
3. Language and translation protocol
4. Escalation pathway
```

```
5. Document control and distribution rules (aligned to FIDIC requirements)
6. Standing meeting schedule (type, frequency, attendees, purpose)
```

✅ **WHAT CLAUDE PRODUCES:** A complete comms management plan with stakeholder matrix, language protocols, FIDIC-aligned document control rules, escalation pathway, and standing meeting schedule. Suitable for PMP submission.

💡 **PRO TIP:** Add "The employer communicates primarily in Arabic and the design consultant is UK-based in a different time zone" to automatically generate language and time zone protocols in the output.

SECTION 5 — AI for Risk Management | Lessons 5.1 – 5.6

5.1 Risk Register — FIDIC Allocation, ISO 31000 DEMO

Lesson 5.1 produces a professional risk register with FIDIC Yellow Book risk allocation per row — Employer, Contractor, or Shared. ISO 31000 methodology. 10 risks across 4 categories.

PROMPT 5.1:

```
You are a senior project manager and risk specialist experienced in delivering
major international Design and Build infrastructure projects under FIDIC
contracts.

TASK: Create a professional risk register for the project described below.

CONTEXT:
- Project: Design and Build highway widening and interchange upgrade
- Location: Gulf region, Middle East
- Contract: FIDIC Yellow Book (Design-Build), USD 380 million, lump sum
- Stage: Design development (30% complete)
- Known risk areas: ground conditions variability, extreme heat during
construction,
  live traffic management on existing highway, regulatory approval delays,
  design interface between structures and highways, subcontractor performance,
  scope gaps in Employers Requirements, currency and payment risk

OUTPUT FORMAT: Table with these columns:
Risk ID | Risk Category | Risk Description | Likelihood (1-5) | Consequence (1-
5) |
Risk Score | Risk Rating | FIDIC Allocation (Employer/Contractor/Shared) |
Mitigation Action | Owner | Review Date

Rating scale: 1-4=Low, 5-9=Medium, 10-16=High, 17-25=Critical
Include 10 risks across at least 4 categories.
Note which risks are Employer-carried vs Contractor-carried under FIDIC Yellow
Book.
```

✅ **WHAT CLAUDE PRODUCES:** 10 professionally written risks with FIDIC Yellow Book risk allocation per row. Scored, rated, mitigated, owned, dated. Ready to paste into Word or submit to employer.

💡 **PRO TIP:** After generating, send: "For each High or Critical risk, identify which FIDIC clause (4.12, 8.4, 13, 17, or 20.1) is most relevant to managing the contract risk." This gives you a legally-aware, contractually-structured risk register.

5.2 Risk Identification Workshop Seed List DEMO

Lesson 5.2 generates a discipline-by-discipline risk identification seed list for use as a pre-workshop preparation tool. The list prompts discussion — it is not presented to the team as complete.

PROMPT 5.2:

```
You are a risk facilitator preparing a risk identification seed list for a
project risk workshop on a major international Design and Build project.

TASK: Generate a comprehensive risk identification list organised by
discipline,
```

```
to be used as a starting point at a risk workshop. The list should prompt
discussion — it is not presented as complete or exhaustive.

CONTEXT:
- Project: Design and Build hospital, Riyadh, Saudi Arabia, USD 310 million
- Contract: FIDIC Yellow Book (Design-Build)
- Disciplines: Civil and structural design, MEP design, medical equipment,
  HSE, procurement, contracts, programme, community and stakeholders,
  regulatory and permits, quality

OUTPUT FORMAT: Organised by discipline.
For each discipline list 4-6 potential risks.
Use open-ended phrasing to prompt discussion, for example:
"Risk that Employers Requirements do not define medical equipment interfaces
clearly enough to enable MEP design coordination at detailed design stage."
```

✅ **WHAT CLAUDE PRODUCES:** A discipline-by-discipline risk seed list — 4-6 open-ended risk statements per discipline, written to provoke discussion rather than close it. Ready to distribute to workshop attendees 48 hours before the session.

💡 **PRO TIP:** Send this list to all workshop attendees before the session. Ask each discipline lead to add 3 risks specific to their area. The workshop then refines the combined list rather than starting from zero.

5.3 Qualitative Risk Analysis — Scoring and Heat Map DEMO

Lesson 5.3 takes an unscored risk list and produces a scored, ranked register with a 5×5 likelihood × consequence matrix and a heat map commentary using ISO 31000 principles.

PROMPT 5.3:

```
You are a senior risk manager conducting qualitative risk analysis on an
international Design and Build project using ISO 31000 principles.

TASK: Score the risk list below and produce a ranked register with heat map
commentary.

Raw risk list (unscored):
1. Ground conditions worse than indicated in geotechnical report
2. Regulatory approvals delayed beyond programme allowance
3. Extreme summer heat restricts outdoor construction productivity
4. Design interface clash between structural and MEP disciplines
5. Key specialist subcontractor fails to perform or becomes insolvent
6. Scope gaps in Employers Requirements lead to contractor claims
7. Currency exchange rate movement adversely affects project cost
8. Key expatriate staff unavailable due to visa or mobility issues

For each risk: Likelihood (1-5) | Consequence (1-5) | Score | Rating
Rating scale: 1-4=Low, 5-9=Medium, 10-16=High, 17-25=Critical

Then write a 2-paragraph heat map commentary summarising:
1. Which risks are highest priority and why
2. Overall risk profile and recommended management focus
```

✅ **WHAT CLAUDE PRODUCES:** A fully scored and ranked risk register with ISO 31000 ratings, plus a 2-paragraph heat map commentary identifying highest priority risks and recommending management focus for the steering committee.

💡 **PRO TIP:** After scoring, send: "Now re-score risks 1 and 3 assuming our mitigation actions are fully implemented. What is the residual risk rating for each?" This gives you pre-mitigation vs post-mitigation comparison without rebuilding the whole register.

5.4 Risk Response Plan — FIDIC Clause References

DEMO

Lesson 5.4 produces a detailed risk response plan for the top-rated risks, with FIDIC clause references embedded in the response strategies where applicable.

PROMPT 5.4:

```
You are a senior project manager developing a risk response plan for a major
international Design and Build project under a FIDIC Yellow Book contract.

TASK: Produce a risk response plan for the top 5 risks from the register below.

Top 5 risks (from scoring):
1. Ground conditions worse than geotechnical report — Score 16 (High)
2. Regulatory approvals delayed — Score 12 (High)
3. Scope gaps in Employers Requirements — Score 16 (High)
4. Specialist subcontractor failure — Score 12 (High)
5. Extreme heat reduces construction productivity — Score 9 (Medium)

For each risk produce:
Risk ID | Description | FIDIC Allocation | Response Strategy |
Specific Response Actions (min 3 per risk) | Trigger Point |
Contingency Plan | Residual Rating | Owner | Review Date

Note where FIDIC Yellow Book clauses (e.g. Clause 4.12 Unforeseeable Physical
Conditions, Clause 8.4 Extension of Time) are relevant to the response
strategy.
Use specific, actionable language with named responsible parties.
```

✅ **WHAT CLAUDE PRODUCES:** A full risk response plan with FIDIC clause references, minimum 3 specific actions per risk, trigger points, contingency plans, and residual ratings. Each action names a responsible role and a timeframe.

💡 **PRO TIP:** "Monitor the situation" is not a response action. If Claude produces this, send: "Replace all generic monitoring actions with specific actions that reduce either the likelihood or the consequence." Force specificity every time.

5.5 Issues Log — Converting a Materialised Risk

DEMO

Lesson 5.5 demonstrates converting an active risk into a formal issues log entry and writing the issues status update for the monthly employer report.

PROMPT 5.5:

```
You are a project manager converting a risk that has materialised into a formal
project issue and recording it in the project issues log.

CONTEXT — the risk that has now occurred:
Risk R-03: Ground conditions significantly worse than indicated in the
geotechnical
investigation report. Rock was encountered at 2.1m depth at the northern
interchange
location, where the report indicated soil to 8m. Rock breaking and additional
structural design is required. Contractor has submitted an Unforeseeable
```

```
Physical
Conditions notice under FIDIC Clause 4.12.
Estimated impact: 8-week programme delay and USD 2.4 million additional cost.

TASK 1: Convert this risk into a formal issue entry.
Format: Issue ID | Date Raised | Description | Programme Impact | Cost Impact |
FIDIC Clause Reference | Priority | Resolution Actions | Owner |
Target Resolution Date | Status

TASK 2: Write a brief issues status update (3-4 sentences) suitable for the
issues section of the monthly progress report to the employer.
```

✅ **WHAT CLAUDE PRODUCES:** A formal issues log entry with FIDIC clause reference, programme and cost impact, resolution actions, owner, and status — plus a 3-4 sentence issues update ready for the monthly employer report.

💡 **PRO TIP:** Once an issue is open, update its status in every reporting period — even if just to confirm "no change — resolution in progress." An issues log showing consistent monitoring is evidence of professional project management in any dispute.

5.6 Risk Management Plan — PMI PMBOK and ISO 31000 DEMO

Lesson 5.6 produces a complete risk management plan document aligned to PMI PMBOK and ISO 31000, suitable for employer and lender submission.

PROMPT 5.6:

```
You are a senior project manager writing a risk management plan for a major
international Design and Build project, aligned to PMI PMBOK and ISO 31000.

TASK: Produce a complete risk management plan document.

CONTEXT:
- Project: Design and Build highway widening and interchange upgrade
- Location: Gulf region, Middle East
- Contract: FIDIC Yellow Book (Design-Build), USD 380 million
- Employer: Government infrastructure authority
- Duration: 42 months

The plan must cover:
1. Purpose and scope of the risk management plan
2. Risk management approach and methodology (ISO 31000 aligned)
3. Roles and responsibilities
4. Risk appetite and tolerance statement
5. Risk identification process
6. Qualitative risk analysis methodology (5x5 likelihood x consequence matrix)
7. Quantitative risk analysis (where applicable)
8. Risk response planning approach
9. FIDIC contract risk allocation framework
10. Risk monitoring, reporting, and escalation process
11. Risk register format and maintenance schedule

Language: formal, professional, suitable for employer and lender review.
```

✅ **WHAT CLAUDE PRODUCES:** A complete risk management plan with all 11 required sections. PMI PMBOK aligned, ISO 31000 methodology, FIDIC risk allocation framework. Suitable for submission to employer, PMO, and lender's technical advisor.

💡 **PRO TIP:** Add "The employer requires monthly risk reporting in the format of their Programme Risk Dashboard" to Context. Claude will align the monitoring section to your specific reporting obligation automatically.

SECTION 6 — AI for Reporting and Communications | Lessons 6.1 – 6.7

6.1 Weekly Status Report — 90 Seconds from Notes to Report

DEMO

The highest-ROI prompt in the course. Paste rough bullet notes — even phone shorthand — and receive a fully structured executive status report. Saves 45-60 minutes every week.

PROMPT 6.1:

```
You are a senior project manager preparing a weekly project status report for
an international employer on a major Design and Build project.

TASK: Write a complete weekly project status report from the notes below.

CONTEXT — rough notes from this week:
- overall: amber — ground condition issue at interchange 2 still being resolved
- design: preliminary design 70% complete, targeting PDR submission week 12
- unforeseeable ground conditions at interchange 2 — rock at 2.1m, report said
soil to 8m
- contractor submitted fidic 4.12 notice — assessing impact this week
- structural team redesigning foundations — estimate 6-8 weeks delay risk
- employer asked for independent geotech peer review — arranging now
- procurement: MEP subcontractor shortlist being evaluated — 3 firms
- budget: contingency at 14%, no formal compensation event yet
- HSE: zero incidents this week — 180,000 hours without LTI
- next week: geotech peer review appointment, interim design solution for
interchange 2

OUTPUT FORMAT:
1. Project Status Summary (RAG: Red/Amber/Green with one-sentence reason)
2. This Week's Progress (bullet list)
3. Issues and Risks (table: Issue/Risk | Impact | Action | Owner | Due)
4. Next Week's Plan (bullet list)
5. Decisions / Actions Required from Employer

Language: professional, factual, concise. Suitable for international employer
PM.
```

✅ **WHAT CLAUDE PRODUCES:** A complete, professionally structured weekly status report with RAG status, progress bullets, issues table, next week plan, and employer actions. Ready to send. Generated from rough notes in 90 seconds.

💡 **PRO TIP:** This prompt saves 45-60 minutes every week. Set up a template with your project header pre-filled. Each week, paste your rough notes into the Context section and replace. The entire report is done before your first coffee.

6.2 Monthly Progress Report — Employer and Lender Submission

DEMO

Lesson 6.2 produces a complete monthly progress report for employer and lender submission — including EVM commentary, HSE summary, issues and risks, and forecast.

PROMPT 6.2:

```
You are a senior project manager writing a monthly progress report for
submission
to an international employer and their lender's technical advisor.
```

```
TASK: Write a complete monthly progress report — Month 8 of 42.

CONTEXT — project data:
- Project: Design and Build highway widening, Gulf region, USD 380 million
- Contract: FIDIC Yellow Book
- Reporting period: Month 8
- Overall status: Amber — programme risk from ground condition issue
- Design progress: Preliminary design 85% (target was 100% by month 8)
- Schedule variance: 4 weeks behind planned baseline
- Budget: USD 28.5M expended of USD 380M — broadly on plan
- Key achievement: Regulatory authority pre-submission meeting completed
successfully
- Key issue: Unforeseeable ground conditions at Interchange 2 — FIDIC 4.12
notice received
  — independent peer review underway — impact assessment expected Month 9
- HSE: 0 LTIs, 310,000 hours worked
- Forecast: Programme recovery possible with design optimisation — under review
- Next month: PDR submission, regulatory authority formal submission, ground
investigation

OUTPUT FORMAT:
1. Executive Summary (3-4 sentences)
2. Progress Against Milestones (table)
3. Financial Summary
4. HSE Summary
5. Key Issues and Risks
6. Actions and Decisions Required from Employer
7. Forecast for Next Period
```

✅ **WHAT CLAUDE PRODUCES:** A 7-section monthly progress report with executive summary, milestone table, financial and HSE summaries, issues register, employer actions, and forward forecast. Lender-ready language throughout.

💡 **PRO TIP:** Set up a monthly template with your standard project information pre-filled. Each month, update only the variable fields: progress %, schedule variance, key achievement, key issue, HSE stats. The prompt does the rest.

6.3 Steering Committee Paper — Programme Recovery Decision DEMO

Lesson 6.3 produces a formal steering committee decision paper with options analysis table and recommendation — for any major programme or commercial decision.

PROMPT 6.3:

```
You are a senior project manager preparing a steering committee decision paper
recommending a programme recovery strategy for an international D&B project.

TASK: Write a formal steering committee decision paper on the issue below.

CONTEXT:
- Project: Design and Build highway widening, Gulf region, USD 380 million
- Contract: FIDIC Yellow Book
- Issue requiring decision: Ground condition issue at Interchange 2 has created
  a 4-week programme delay. The contractor has submitted a FIDIC Clause 4.12
  notice (Unforeseeable Physical Conditions). Two options are available.

Option A: Accept programme delay (4 weeks), negotiate Clause 4.12 compensation.
Cost impact: USD 2.4M additional. Programme impact: 4-week EOT to be granted.
```

```
Option B: Accelerate design at Interchange 2 using an alternative foundation
solution. Cost impact: USD 1.1M additional design + USD 0.8M acceleration.
Programme recovery: 2 weeks recovered. Net additional cost: USD 1.9M.

OUTPUT FORMAT: Formal steering committee paper:
1. Purpose
2. Background
3. Options Analysis (table: Option | Cost Impact | Programme Impact | Risk |
Rec)
4. Recommendation with reasons
5. Decision Required
6. Attachments referenced
```

✅ **WHAT CLAUDE PRODUCES:** A formal steering committee paper with options analysis table, recommendation with reasons, and clear decision statement. Board-level language. Ready for distribution with steering committee packs.

💡 **PRO TIP:** Always include your recommendation explicitly. Steering committees do not want to make decisions without a PM recommendation. Present the options, analyse the trade-offs, then tell them what you think they should decide.

6.4 EVM Dashboard Commentary

DEMO

Lesson 6.4 converts raw EVM figures and KPI data into professional written dashboard commentary for employer and lender review.

PROMPT 6.4:

```
You are a senior project manager writing the commentary section of a project
performance dashboard for an employer and lender review.

TASK: Write dashboard commentary from the KPI data below.

EVM DATA — end of Month 8 (USD millions):
- Schedule Performance Index (SPI): 0.85 (target: 1.0)
- Cost Performance Index (CPI): 0.97 (target: 1.0)
- Planned Value (PV): USD 33.5M
- Earned Value (EV): USD 28.5M
- Actual Cost (AC): USD 29.4M
- Schedule Variance (SV): -USD 5.0M
- Cost Variance (CV): -USD 0.9M
- Estimate at Completion (EAC): USD 392M (budget: USD 380M)
- Risks open: 14 (4 High, 7 Medium, 3 Low)
- Issues open: 3 (1 unresolved — FIDIC 4.12 ground conditions)
- HSE: 0 LTIs, 310,000 hours worked this period

Write 4 paragraphs of dashboard commentary covering:
1. Schedule performance — SPI meaning in plain language and cause
2. Cost performance — CPI and EAC interpretation and trajectory
3. Key open issue — FIDIC 4.12 status and management approach
4. Overall project health and recommended focus for next period
```

✅ **WHAT CLAUDE PRODUCES:** 4 paragraphs of professional dashboard commentary explaining SPI, CPI, EAC, and open issues in plain language for employer and lender review. Turns numbers into management narrative.

💡 **PRO TIP:** An SPI below 0.85 will trigger lender concern. If your SPI is in this range, include a recovery programme narrative in Paragraph 1. Never let the numbers speak alone — explain the plan

alongside the figures.

6.5 Difficult Employer Communication — FIDIC Delay Notification DEMO

Lesson 6.5 produces a formally structured delay notification letter under FIDIC Clause 4.12 — correct contractual tone, not defensive, preserving all entitlements.

PROMPT 6.5:

```
You are a senior project manager drafting a formal letter to the Employer's
Representative notifying of a programme delay on an international D&B project.

SITUATION:
- Project: Design and Build highway widening, Gulf region, FIDIC Yellow Book
- The project is 4 weeks behind programme due to unforeseeable ground
conditions
- The contractor has submitted a notice under FIDIC Clause 4.12
- The employer has a political deadline — the project must open before a
national
  celebration event in Month 42
- Your relationship with the Employer's Representative is professional but
tense
- You need to notify formally, protect FIDIC entitlement, and maintain the
relationship

TASK: Write a formal letter from the Project Manager to the Employer's
Representative.

Structure:
1. Reference and subject line (FIDIC Clause 4.12 Notice — Programme Impact)
2. Opening — state purpose directly
3. Factual description — nature of conditions, discovery date, programme impact
4. Contractual position — FIDIC Clause 4.12 entitlement (concisely)
5. Recovery measures being implemented
6. Actions required from Employer's Representative and timeline
7. Close — confident and professional

Tone: Formal, contractual, factual. Confident. Not apologetic. Not defensive.
```

✅ **WHAT CLAUDE PRODUCES:** A formal FIDIC notification letter with correct clause references, factual structure, confident tone, and clear actions required. Ready for formal issue after your review and project-specific adjustment.

💡 **PRO TIP:** After generating, send: "Now review this letter from the Employer's Representative's perspective. What questions will they ask and what weaknesses should I address before sending?" This is role stacking — you get a stronger letter before it goes out.

6.6 Meeting Minutes — From Rough Notes to Structured Document DEMO

Lesson 6.6 converts rough meeting notes — even phone shorthand — into structured formal minutes with a decisions list and action table.

PROMPT 6.6:

```
You are a project manager assistant converting rough meeting notes into formal
project meeting minutes for an international construction project.

TASK: Convert the meeting notes below into structured, professional minutes.
```

```
Meeting details:
- Type: Design coordination meeting — Structures and MEP Interface
- Project: Design and Build hospital, Riyadh, Saudi Arabia
- Chair: Design Manager

RAW NOTES:
attendees — DM (chair), structural lead, MEP lead, BIM coordinator, employers
rep, architect
last actions — clash detection report: done and issued. MEP riser locations:
still pending — critical
structural update — transfer slab design complete, issued to MEP for
coordination
MEP — risers still not finalised — waiting on medical equipment layout from
employer
employers rep — medical equipment layout to be issued within 10 days —
confirmed
BIM — 3 major clashes identified in Level 4 plantroom — need resolution by next
meeting
agreed — MEP lead to resolve Level 4 clashes with structural in 5 working days
programme — detailed design still tracking 3 weeks late — no change from last
week
next meeting — same time next week, employer to bring medical equipment layout

OUTPUT FORMAT:
1. Meeting details block
2. Previous actions update (table: Action | Owner | Status)
3. Agenda items discussed (numbered)
4. Decisions made (numbered list)
5. New action items (table: Action | Owner | Due Date | Priority)
6. Next meeting details
```

✅ **WHAT CLAUDE PRODUCES:** Formally structured meeting minutes with previous actions table, agenda summary, decisions list, and new action items table — from rough phone shorthand in under 2 minutes.

💡 **PRO TIP:** Paste your notes exactly as you wrote them — do not clean them up first. The less editing you do before pasting, the more time you save. Claude handles all the grammar, structure, and professional language.

6.7 Lessons Learned Report DEMO

Lesson 6.7 converts retrospective bullet notes into a structured lessons learned report for PMO knowledge base submission — applicable at any project stage or close-out.

PROMPT 6.7:

```
You are a senior project manager writing a lessons learned report at project
close for an international Design and Build project.

TASK: Produce a structured lessons learned report from the retrospective notes
below.

RETROSPECTIVE NOTES:
- Employers Requirements had significant gaps — caused 14 contractor RFIs in
Month 1
- FIDIC Clause 4.12 notice was handled well — established process early
- Geotechnical investigation scope was too limited — should have included more
boreholes
- Design coordination between structural and MEP was slow — BIM should have
started earlier
- Multicultural team communication required more structured protocols than
```

```
anticipated
- Monthly reporting format worked very well — employer feedback consistently
positive
- Procurement of specialist subcontractors took 2 months longer than planned
- Local content compliance requirements were underestimated at tender stage
- HSE performance was excellent — zero LTIs across 2.1 million hours worked
- Final account settled within 3% of contract sum — good commercial management
- Programme: finished 6 weeks late overall — ground conditions was primary
cause

OUTPUT FORMAT:
1. Executive Summary
2. What Went Well (table: Item | Detail | Recommendation to Replicate)
3. What Could Be Improved (table: Item | Root Cause | Recommendation for
Future)
4. Key Recommendations (top 5, numbered)
5. Project Metrics (planned vs actual: cost, programme, HSE, quality)
```

✅ **WHAT CLAUDE PRODUCES:** A complete lessons learned report with executive summary, two structured tables (what went well / what to improve), top 5 recommendations, and project metrics comparison. PMO knowledge base ready.

💡 **PRO TIP:** Run this at the end of every project phase, not just at close-out. Quarterly lessons reviews catch patterns before they compound. Share the output with your PMO as a knowledge base contribution — not just file it.

SECTION 7 — AI for Contracts and Commercial | Lessons 7.1 – 7.6

7.1 Contract Clause Summary — FIDIC Plain English DEMO

Lesson 7.1 pastes FIDIC Clause 8.4 (Extension of Time) into Claude and receives a plain English summary, obligations for both parties, risk analysis, and common disputes internationally.

PROMPT 7.1:

```
You are a senior contracts manager with extensive experience in FIDIC contract
administration on international construction projects.

TASK: Read the FIDIC clause below and provide:
1. Plain English summary (2-3 sentences) of what the clause means
2. Obligations it creates for the Employer
3. Obligations it creates for the Contractor
4. Key risks this clause creates for each party
5. Common disputes that arise from this type of clause internationally

FIDIC YELLOW BOOK 1999 — Clause 8.4 (Extension of Time for Completion):
"The Contractor shall be entitled subject to Sub-Clause 20.1 [Contractor's
Claims]
to an extension of the Time for Completion if and to the extent that completion
for the purposes of Sub-Clause 10.1 [Taking Over of the Works and Sections]
is or will be delayed by any of the following causes:
(a) a Variation (unless an adjustment to the Time for Completion has been
agreed
under Sub-Clause 13.3 [Variation Procedure]),
(b) a cause of delay giving an entitlement to an extension of time under a
Sub-Clause of these Conditions,
(c) exceptionally adverse climatic conditions,
(d) Unforeseeable shortages in the availability of personnel or Goods caused by
epidemic or governmental actions, or
(e) any delay, impediment or prevention caused by or attributable to the
Employer,
the Employer's Personnel, or the Employer's other contractors on the Site."

Keep language professional but accessible to a project manager, not just a
lawyer.
```

✅ **WHAT CLAUDE PRODUCES:** Plain English summary, obligations for Employer and Contractor, risk analysis for each party, and internationally common disputes — all in structured, accessible language for a project manager.

💡 **PRO TIP:** Use this prompt before every formal notice you issue or receive involving a FIDIC clause. Understanding the clause you are relying on takes 2 minutes and could save a six-figure dispute. Paste any FIDIC clause — not just 8.4.

7.2 Extension of Time Claim Letter — FIDIC Clause 8.4 DEMO

Lesson 7.2 produces a formally structured Extension of Time claim letter with correct FIDIC clause references, factual structure, and contractual tone. The most commercially valuable prompt in Section 7.

PROMPT 7.2:

```
You are a senior contracts manager drafting a formal Extension of Time claim
under a FIDIC Yellow Book 1999 Design-Build contract.
```

```
TASK: Write a formal EOT claim letter from the Contractor to the Employer.

FACTS OF THE CLAIM:
- Project: Design and Build highway widening and interchange upgrade, Gulf
region
- Contract: FIDIC Yellow Book 1999 (Design-Build)
- Claim basis: FIDIC Clause 8.4(e) — delay caused by Employer
  AND Clause 8.4(b) — entitlement under Clause 4.12 (Unforeseeable Physical
Conditions)
- Nature of delay: Unforeseeable rock encountered at Interchange 2 at 2.1m
depth.
  Geotechnical report provided by Employer indicated soil to 8m depth.
  Additional rock-breaking and redesign required.
  Contractor submitted Clause 4.12 notice on [Date] within 28-day notice
period.
- Programme impact: 6 calendar weeks delay to Milestone 3 (PDR Submission),
  with potential flow-on to Substantial Completion if not recovered.
- Cost impact: USD 2.4 million (claimed separately under Clause 20.1)
- Extension of time claimed: 42 calendar days

The letter must: reference FIDIC Clauses 8.4, 4.12, and 20.1; confirm notice
compliance; state the facts; quantify the delay with evidence reference; and
state the specific extension claimed.

Tone: Formal, contractual, factual. Not adversarial.
```

✅ **WHAT CLAUDE PRODUCES:** A formally structured EOT claim letter with correct FIDIC clause references (8.4, 4.12, 20.1), notice compliance confirmation, factual delay description, and specific extension quantum. Professional contractual tone throughout.

💡 **PRO TIP:** Always submit EOT claims within the FIDIC Clause 20.1 notice period — 28 days from becoming aware of the event. A claim submitted outside the notice period can be time-barred. Date every notice formally and keep the delivery record.

7.3 Variation Instruction — FIDIC Clause 13 Scope Addition

DEMO

Lesson 7.3 produces a formal Variation instruction from the Employer's Representative to the Contractor under FIDIC Clause 13.1, with all required elements.

PROMPT 7.3:

```
You are a senior contracts manager drafting a formal Variation instruction
under
a FIDIC Yellow Book 1999 Design-Build contract.

TASK: Write a formal Variation instruction from the Employer's Representative
to the Contractor adding scope to the works.

VARIATION DETAILS:
- Project: Design and Build highway widening, Gulf region
- Contract: FIDIC Yellow Book 1999
- Variation type: Instructed Variation under FIDIC Clause 13.1
- Description of additional work: The Employer requires the Contractor to
design
  and construct an additional 8km of service road running parallel to the main
  highway carriageway, between Interchange 1 and Interchange 2.
  This work was not included in the original Employers Requirements.
- Reason: Employer's government client has added the service road to the scheme
  following community consultation. The decision was made after contract award.
- Preliminary cost estimate: USD 12 million (to be formally priced by
```

```
Contractor)
- Programme impact: Contractor to advise — may be accommodated within current
  programme depending on sequencing

The instruction must: reference FIDIC Clause 13.1, describe scope clearly,
instruct Contractor to submit a Variation price within 28 days per Clause 13.3,
and preserve Employer's right to negotiate the price.
```

✅ **WHAT CLAUDE PRODUCES:** A formal Variation instruction referencing FIDIC Clauses 13.1 and 13.3, with unambiguous scope description, pricing instruction with 28-day deadline, and preservation of the Employer's negotiation rights.

💡 **PRO TIP:** For NEC4 projects, use the equivalent prompt but reference Compensation Events under Clause 60.1 and the Early Warning requirement under Clause 15. Always issue the Early Warning before or simultaneously with the CE notification.

7.4 Scope Gap Analysis — Employers Requirements Review DEMO

Lesson 7.4 demonstrates Claude reviewing an extract of Employers Requirements and producing a gap analysis table identifying ambiguities, missing items, and variation claim risk.

PROMPT 7.4:

```
You are a senior contracts manager reviewing an extract of Employers
Requirements
for a FIDIC Design-Build project before it is issued for tender.

TASK: Review the Employers Requirements extract below and identify:
1. Statements that are ambiguous or could be interpreted differently by
contractors
2. Requirements that appear to be missing for this project type
3. Items that are likely to generate FIDIC Clause 13 Variations after award
4. Interface responsibilities that are not clearly assigned
5. Any performance specifications that lack measurable acceptance criteria

EMPLOYERS REQUIREMENTS EXTRACT:
"The Contractor shall design and build a modern hospital facility meeting the
requirements of the Ministry of Health.
The facility shall accommodate 450 inpatient beds.
The Contractor is responsible for all design to the satisfaction of the
Engineer.
All works shall comply with applicable local standards and codes.
MEP systems shall be designed for the intended use of the facility.
The Contractor shall obtain all necessary approvals and permits.
The facility shall achieve a minimum 3-star sustainability rating.
Medical equipment is not included in the Contractor's scope.
Works must be completed within the Time for Completion stated in the Contract."

Output: Gap analysis table:
Gap / Issue | Location | Risk to Employer | Risk to Contractor | Recommended
Fix
```

✅ **WHAT CLAUDE PRODUCES:** A gap analysis table identifying every ambiguity, missing requirement, variation risk, and unassigned interface in the Employers Requirements extract — with recommended fixes for each gap.

💡 **PRO TIP:** Run this on every major scope document before it goes to tender. Paste your full Employers Requirements, scope of works, or technical specification. One missed ambiguity costs

more than the entire PM fee in variation disputes.

7.5 Subcontractor RFQ Response Review

DEMO

Lesson 7.5 evaluates a subcontractor RFQ response against the stated requirements and produces a compliance gap table and clarification question list in under 2 minutes.

PROMPT 7.5:

```
You are a senior project manager evaluating a specialist subcontractor's RFQ
response for a facade and curtain wall package on an international project.

TASK: Review the RFQ response below and produce:
1. Compliance gap table: what was requested vs what was provided
2. List of clarification questions to send to the subcontractor
3. Recommendation: Accept for commercial evaluation | Reject | Accept with
conditions

WHAT WE REQUESTED in the RFQ:
- Fixed lump sum price for all facade and curtain wall works
- Technical methodology statement
- Evidence of minimum 3 completed projects of similar value (USD 10M+)
- Proof of professional indemnity insurance: minimum USD 5 million
- Proof of public liability insurance: minimum USD 10 million
- Key personnel CVs (Project Manager, Lead Engineer, Site Manager)
- Programme from mobilisation to facade completion
- Proposed suppliers and manufacturer details for curtain wall system
- Completed technical compliance schedule

WHAT THE SUBCONTRACTOR PROVIDED:
- Lump sum price: USD 14.2 million
- Brief methodology statement (1 page — lacks construction sequencing detail)
- Two project references (one below USD 10M threshold)
- Professional indemnity certificate: USD 3 million (below requirement)
- Public liability certificate: USD 10 million (compliant)
- CVs for Project Manager and Lead Engineer only (no Site Manager)
- No programme submitted
- Proposed curtain wall system named but no manufacturer technical data
provided
- Technical compliance schedule partially completed (8 of 24 items blank)
```

✅ **WHAT CLAUDE PRODUCES:** A compliance gap table, clarification question list, and recommendation with conditions — covering every item where the submission was non-compliant, incomplete, or below threshold.

💡 **PRO TIP:** After generating, send: "What are the 3 highest-risk items in this RFQ response that could lead to a variation claim or commercial dispute during the subcontract execution?" Identifies the commercial traps before you sign the subcontract.

7.6 Contract Close-Out — Final Account Narrative and Taking-Over Checklist

DEMO

Lesson 7.6 produces two close-out documents: a professional final account narrative for the project close-out report, and a Taking-Over checklist organised by category under FIDIC Clause 10.1.

PROMPT 7.6:

```
You are a senior project manager preparing contract close-out documentation
```

```
for a major international Design and Build project at Substantial Completion.

TASK: Produce two documents:

1. FINAL ACCOUNT NARRATIVE — a professional summary of the final financial
position for inclusion in the project close-out report.

Financial data (USD):
- Original contract sum: 380,000,000
- Approved Variations (FIDIC Clause 13): +18,400,000 (6 variations:
  service road addition, ground conditions compensation, scope additions x4)
- Adjusted contract sum: 398,400,000
- Contractor's final account submission: 412,600,000
- Agreed final account: 401,200,000
- Saving against adjusted sum: not achieved — marginal overrun of USD 2,800,000
(0.7%)
- Contingency used: USD 28,500,000 of USD 57,000,000 (50%)

2. TAKING-OVER CHECKLIST — all activities required to formally close the
contract and issue the Taking-Over Certificate under FIDIC Clause 10.1.
Organised by category: Commercial | Technical | Documentation |
Regulatory | Stakeholder | Internal
```

✅ **WHAT CLAUDE PRODUCES:** A professional final account narrative explaining all variances, contingency outturn, and commercial outcome — plus a comprehensive Taking-Over checklist across 6 categories. Ready for employer and board submission.

💡 **PRO TIP:** Start your Taking-Over checklist 3 months before your target handover date. Many close-out items (O&M manuals, as-constructed drawings, authority sign-offs) take longer than expected and delay certificate issue.

SECTION 8 — AI for Stakeholder Engagement | Lessons 8.1 – 8.5

8.1 Stakeholder Analysis Matrix DEMO

Lesson 8.1 demonstrates this prompt and Claude's full output on screen.

PROMPT 8.1:

```
You are a senior project manager conducting a stakeholder analysis for a major
international Design and Build project.

TASK: Produce a complete stakeholder analysis matrix.

CONTEXT:
- Project: Design and Build hospital, Riyadh, Saudi Arabia, USD 310 million
- Contract: FIDIC Yellow Book (Design-Build), 48-month programme
- Key stakeholders: Ministry of Health (employer) | Employer's Representative |
  Lender's Technical Advisor | Local municipality | Design consultant (UK-
based) |
  Main contractor (international JV) | Specialist subcontractors (12 packages)
|
  Local community (adjacent residential neighbourhood) | Media | Project team

For each stakeholder produce:
1. Stakeholder name / group
2. Primary interest in the project
3. Power level: High / Medium / Low
4. Interest level: High / Medium / Low
5. Current attitude: Supportive / Neutral / Resistant / Unknown
6. Engagement strategy (2 sentences)
7. Communication method and language
8. Communication frequency

Format as a table. After the table, identify the top 3 stakeholders requiring
most active management and explain why in a short paragraph.
```

✅ **WHAT CLAUDE PRODUCES:** Complete stakeholder matrix covering all identified stakeholders with power/interest ratings, attitude assessment, engagement strategy, and communication plan — plus a top 3 priority analysis.

💡 **PRO TIP:** Review this matrix at every steering committee meeting. Attitudes change. A stakeholder marked Neutral in Month 1 can become Resistant by Month 6 if they feel uninformed. Update the attitude column and act early.

8.2 Stakeholder Engagement Plan — PMI Aligned DEMO

Lesson 8.2 demonstrates this prompt and Claude's full output on screen.

PROMPT 8.2:

```
You are a senior project manager writing a stakeholder engagement plan for a
major international construction project, aligned to PMI PMBOK standards.

TASK: Write a stakeholder engagement plan using the stakeholder data below.

KEY STAKEHOLDERS:
- Ministry of Health (Employer): High power, High interest, Supportive
```

```
  — all major decisions require their approval
- Lender's Technical Advisor: High power, High interest, Neutral
  — monthly project review, controls payment certification
- Local municipality: High power, Medium interest, Unknown
  — permits and operational approvals required
- Local community: Low power, High interest, Potentially resistant
  — construction noise, traffic, dust during 48-month programme
- Design consultant (UK): Medium power, High interest, Supportive
  — key delivery partner, different time zone

OUTPUT FORMAT:
1. Purpose and scope
2. Engagement objectives
3. Engagement approach and principles (including cultural sensitivity guidance)
4. Engagement activities by stakeholder:
   Stakeholder | Activity | Method | Timing | Responsible | Success Measure
5. Community engagement approach
6. Complaints and feedback process
7. Plan review schedule
```

✅ **WHAT CLAUDE PRODUCES:** A full PMI-aligned stakeholder engagement plan with engagement activities table, cultural sensitivity guidance, community approach, and complaints process — suitable for employer and PMO submission.

💡 **PRO TIP:** Include "This project involves [X] nationalities on the project team and the employer communicates in [language]" in Context. The plan will automatically include language and cultural communication protocols.

8.3 Community Notification Letter

DEMO

Lesson 8.3 demonstrates this prompt and Claude's full output on screen.

PROMPT 8.3:

```
You are a project manager writing a community notification letter to residents
and businesses affected by a major construction project.

TASK: Write a plain-language notification letter for distribution to the
community adjacent to a construction project.

CONTEXT:
- Project: Design and Build hospital construction — 48-month programme
- Location: Residential and commercial area, Riyadh, Saudi Arabia
- Construction start: [3 weeks from now]
- Working hours: Sunday to Thursday, 7:00am to 6:00pm
  Friday: no works. Saturday: 8:00am to 2:00pm (specific phases only)
- Key impacts: construction traffic on adjacent roads, noise from piling works
  (months 2-4), dust management, temporary footpath and road changes
- Contact: Project Community Liaison Officer — phone and email provided

The letter must:
- Be respectful, clear, and in plain language (no jargon)
- Acknowledge the disruption honestly without over-promising
- Explain what to expect and when
- Provide clear contact details for questions and complaints
- Fit on one A4 page
- Be appropriate for both English and Arabic-speaking readers
  (note: translation into Arabic will be done separately)
```

✅ **WHAT CLAUDE PRODUCES:** A plain-language community notification letter — one A4 page,

respectful, honest, with clear contact details. Ready for translation and distribution.

💡 **PRO TIP:** Send this letter at least 10 working days before construction starts — not 2 days. Last-minute notification creates resentment. If you have a community register, send it to every registered contact and post it on the project website.

8.4 Formal Complaint Response — De-escalation DEMO

Lesson 8.4 demonstrates this prompt and Claude's full output on screen.

PROMPT 8.4:

```
You are a senior project manager responding to a formal written complaint from
a community member affected by construction works on an international project.

COMPLAINT RECEIVED:
"I am writing to formally complain about the noise and dust from your
construction
site. On three separate occasions this week, your heavy vehicles arrived before
7am and your piling rig operated until nearly 7:30pm. I have a family with
young
children and elderly parents at home. This is completely unacceptable and a
direct breach of the commitments you made in your project notification letter.
I demand an immediate response and a full explanation. If this continues I will
be contacting the municipality and local media."

FACTS YOU HAVE CONFIRMED:
- Early vehicle arrivals were genuine breaches by a subcontractor
- The evening piling overrun was due to a technical breakdown mid-pile —
  stopping was not safe; however the community was not notified
- You have already spoken to the subcontractor and site manager
- You want to resolve this without regulatory or media escalation

TASK: Write a formal response letter to the complainant.

Tone: Honest, accountable, empathetic, professional.
Acknowledge the breaches. Explain corrective actions taken.
Offer direct personal contact. Do not be defensive or dismissive.
```

✅ **WHAT CLAUDE PRODUCES:** A formal complaint response that acknowledges the breaches honestly, explains corrective actions already taken, offers direct personal contact, and de-escalates without being defensive or dismissive.

💡 **PRO TIP:** Respond within 48 hours — even just to confirm receipt and give a timeline for the full response. Silence after a complaint is perceived as dismissal and escalates the situation immediately. Speed of response matters as much as content.

8.5 Team Performance Feedback — Multicultural Teams DEMO

Lesson 8.5 demonstrates this prompt and Claude's full output on screen.

PROMPT 8.5:

```
You are a senior project manager preparing written performance feedback for a
planning engineer on your international project team.
```

```
SITUATION:
- Team member: Planning Engineer, 3 years experience, from a different cultural
  background to the majority of the team
- Positive: Technically strong in Primavera P6, proactive in identifying
  schedule risks, good attitude
- Issue: Does not speak up in group meetings — critical schedule information
  is not being shared with the wider team. On two occasions, programme risks
  that were known to this person were not raised until they became issues.
- Context: This may partly be a cultural communication style difference.
  You want to give a growth opportunity and be culturally sensitive,
  not issue a formal warning.

TASK: Write structured written feedback that:
1. Acknowledges technical strengths specifically
2. Addresses the communication issue directly but with cultural awareness
3. Sets a clear and specific expectation going forward
4. Offers support from you as PM
5. States consequences if the pattern continues — clearly but not threateningly

Tone: Firm, fair, supportive, culturally respectful. Specific, not vague.
```

✅ **WHAT CLAUDE PRODUCES:** Structured written feedback acknowledging specific technical strengths, addressing the communication issue with cultural awareness, setting clear expectations, and offering support — firm but respectful.

💡 **PRO TIP:** Feedback must reference specific examples. "Your communication needs to improve" achieves nothing. "On [date] at the design coordination meeting, the schedule risk you identified was not shared until it became an active issue" is what produces change.

SECTION 9 — Advanced Prompting Techniques | Lessons 9.1 – 9.5

9.1 Chain Prompting — 4-Step Sequence in One Conversation DEMO

Lesson 9.1 demonstrates the most powerful technique in the course: running 4 connected prompts in one Claude conversation without re-entering project context. Brief → Risk Register → Response Plan → Status Report. Watch the entire workflow built live on screen.

NOTE: Run all 4 steps in the SAME Claude conversation. Start a new chat, send Step 1, wait for the response, then send Step 2 in the same chat. Do not start a new chat between steps.

PROMPT 9.1 — 4-step chain (all in one conversation):

```
--- CHAIN STEP 1: Send this first ---
You are a senior project manager. I will give you 4 related tasks in sequence.
After each response, wait for my next instruction.

TASK 1: From this project description, write a one-paragraph project brief
summary.
Project: Design and Build of a 450-bed hospital in Riyadh, Saudi Arabia.
Contract: FIDIC Yellow Book. Budget: USD 310 million. Duration: 48 months.
Employer: Ministry of Health. Key requirement: JCI accreditation readiness.

--- CHAIN STEP 2: After Claude responds, send this (same conversation) ---
Good. Using that project context, produce a risk register with 6 risks.
Include: Risk ID | Description | Likelihood (1-5) | Consequence (1-5) |
Score | FIDIC Allocation (Employer/Contractor) | Mitigation | Owner

--- CHAIN STEP 3: After Claude responds, send this ---
Good. Take the top 3 risks by score and produce a risk response plan.
For each: Response Strategy | 3 Specific Actions | Trigger Point |
Contingency | Responsible Owner

--- CHAIN STEP 4: After Claude responds, send this ---
Good. Now write a weekly status report update that references the project,
the top risk being managed, and the response actions in progress.
Format: Overall Status (RAG) | Progress | Issues/Risks | Next Steps |
Actions Required from Employer
```

✅ **WHAT CLAUDE PRODUCES:** Four connected professional outputs: project brief → risk register → response plan → status report. All using the same project context. Claude carries the information through the entire chain — you enter it once.

💡 **PRO TIP:** Chain prompting is the technique that compounds everything else in this course. Once you understand it, you can take one project brief and generate an entire project initiation pack — charter, risk register, RACI, and first status report — in under 10 minutes.

9.2 Role Stacking — Author Then Reviewer DEMO

Lesson 9.2 demonstrates running two roles in one conversation: first Claude drafts as you (PM), then you ask it to switch roles and review the output as the Employer's Representative. You catch your own weaknesses before your employer does.

PROMPT 9.2 — Two-role sequence in one conversation:

```
--- PROMPT 1: Draft the document ---
You are a senior project manager. Write a 2-paragraph project status summary
for a hospital Design and Build project in Riyadh that is 4 weeks behind
programme due to unforeseeable ground conditions (FIDIC Clause 4.12 notice
submitted). The Employer is the Ministry of Health. Status is Amber.

[Send and wait for the output. Then send Prompt 2 in the SAME conversation.]

--- PROMPT 2: Role stack — switch to Employer's Representative ---
Now switch roles. You are the Employer's Representative — an experienced
international engineer appointed under FIDIC Clause 3.1.
You are thorough, experienced, and do not accept vague or unsubstantiated
claims.

Review the status summary you just produced and identify:
1. The 3 weakest points — vague, unsubstantiated, or incomplete
2. Questions you would immediately ask the Contractor after reading this
3. A rewritten version of the summary addressing all weaknesses
```

✅ **WHAT CLAUDE PRODUCES:** Two outputs: a draft status summary, then a critique identifying the 3 weakest points and a rewritten version. The rewritten output is consistently stronger than the first draft — and you produced it in one conversation.

💡 **PRO TIP:** Use role stacking before sending any important document. Swap the reviewer role to match your audience: "You are now the lender's technical advisor reviewing this for payment certification" or "You are now the CEO reading this before the board meeting."

9.3 Iterative Refinement — 3-Round Improvement Cycle DEMO

Lesson 9.3 demonstrates taking a weak, vague status report and improving it across 3 rounds in one conversation — critique, rewrite, then cut and rate. Watch quality transform from approximately 40% to 95% on screen.

PROMPT 9.3 — 3-round refinement (all in one conversation):

```
--- ROUND 1: Paste this weak report and ask for critique ---
You are a project manager assistant. Review the status report below and
identify its 5 biggest weaknesses. Be specific about each one.

[WEAK STATUS REPORT TO PASTE]:
"Project update: things are generally ok but we have had some challenges.
The design is mostly progressing. There was a ground issue but the team
is looking at it. Budget seems fine for now. We will do more next month.
Overall I would say amber. Let me know if you need anything from us."

--- ROUND 2: After Claude lists weaknesses, send this ---
Good. Now rewrite the status report fixing all 5 weaknesses.
The project is a USD 310 million Design and Build hospital in Riyadh.
Contract: FIDIC Yellow Book. Status is Amber.
Ground conditions issue at foundation level — FIDIC Clause 4.12 notice
submitted.
Design is 70% complete against a target of 85%.
Budget CPI is 0.97 — marginally over plan.
Next milestone: Preliminary Design Report submission in 3 weeks.

--- ROUND 3: After Claude rewrites, send this ---
Good. Now review the rewritten version once more.
Cut it by 20% without losing any critical information.
Then rate the final version out of 10 and explain your rating in 2 sentences.
```

✅ **WHAT CLAUDE PRODUCES:** Three progressively improved outputs in one conversation: a weakness analysis, a full rewrite fixing all 5 weaknesses, and a refined version cut by 20% with a quality rating and justification.

💡 **PRO TIP:** Use iterative refinement on any output that is "almost right but not quite there." Send: "The second paragraph is too defensive. Rewrite it to be factual and confident without apologising." Each refinement instruction is specific — never just say "make it better."

9.4 Document Audit — Finding Gaps Before Your Reviewer Does — DEMO

Lesson 9.4 demonstrates using Claude to audit a weak risk register — identifying vague language, missing information, and inadequate mitigation actions before the document reaches an employer or lender.

PROMPT 9.4 — Document audit — quality review of a risk register:

```
You are a senior project manager and quality reviewer auditing a risk register
before it is submitted to an international employer.

TASK: Audit the risk register below and identify:
1. Missing information that should be present for an international D&B project
2. Risks that are too vague to be actionable
3. Mitigation actions that lack specificity
4. Risks that appear to be missing for this project type and location
5. Overall quality rating: Poor / Acceptable / Good / Excellent — with reasons

RISK REGISTER TO AUDIT:
Risk 1: Programme delay. Likelihood 3. Consequence 3. Score 9.
  Mitigation: Monitor the programme closely.

Risk 2: Cost overrun. Likelihood 2. Consequence 4. Score 8.
  Mitigation: Track the budget monthly.

Risk 3: Ground conditions. Likelihood 3. Consequence 4. Score 12.
  Mitigation: Do a geotechnical investigation.

Risk 4: Regulatory delays. Likelihood 3. Consequence 3. Score 9.
  Mitigation: Submit permits early.

Risk 5: Subcontractor performance. Likelihood 2. Consequence 3. Score 6.
  Mitigation: Manage subcontractors carefully.

Output: Audit table: Risk # | Issue Found | Specific Recommendation
Then: overall quality rating with 2-sentence justification.
```

✅ **WHAT CLAUDE PRODUCES:** An audit table identifying every weakness — vague mitigation actions, missing FIDIC context, generic risks that should be project-specific — plus an overall quality rating with justification. Rated "Poor" on the demo example, as expected.

💡 **PRO TIP:** Use document audit on your own deliverables before submission — risk registers, scope documents, project briefs. Paste your document and ask Claude to review it as your most critical reviewer. It costs 2 minutes and catches what you missed.

9.5 Building Your Personal PM Prompt Library — WORD DEMO

Lesson 9.5 is a Word document demonstration — no Claude. Watch on screen how to set up, organise, and maintain your personal PM prompt library. This is the tool that makes everything else in this course compound in value over time.

WHAT YOU WILL SEE IN THIS LESSON:
1. Open a blank Word document
2. Create heading: "My Professional PM Prompt Library"
3. Create section headings: Initiation | Planning | Risk Management | Reporting | Contracts | Stakeholders | Advanced
4. Copy a prompt from this guide and paste under the correct heading
5. Add a label: "Risk Register — FIDIC International Project"
6. Show the document organised and ready to use on a live project

By the end of this course: 47 tested prompts, organised by discipline,
ready to use on any project anywhere in the world.
This document becomes one of the most valuable tools in your professional toolkit.

💡 **PRO TIP:** Start this library now — before Lesson 1.1. Open a Word document, create the section headings, and paste the Bonus 30-Prompt PDF as your starting foundation. Add one prompt after every DEMO lesson. 47 lessons × 45 seconds = 35 minutes invested for a career-long professional tool.

SECTION 10 — Ethics, Liability and AI Governance | Lessons 10.0a – 10.2

10.0a Confidentiality — What Must Never Be Pasted into a Public AI Tool — TEACHING

Lesson 10.0a is a teaching module — no live demo. This is the most important non-technical lesson in the course.

⚠️ **NEVER paste into claude.ai or any public AI tool:**
- Contract values, rates, unit prices, or fee breakdowns
- Employer names, client names, or project identifiers
- Personal data of any individual
- Commercially sensitive project information or strategies
- Any content covered by your confidentiality or NDA obligations
- Specific financial projections or bid strategies

Claude.ai is a public tool. Treat every input as potentially visible.
Use anonymised project descriptions — "a USD 300M hospital project" not the actual name.

10.0b Professional Liability — You Are the Signatory, Not the AI — TEACHING

Lesson 10.0b is a teaching module — no live demo. Your registration obligation does not change because AI drafted the document.

Your professional obligation	Every AI-drafted document that leaves your desk with your name on it is your professional responsibility — for accuracy, completeness, and appropriateness.
Before submitting any AI output	Read the full output. Verify clause references against source documents. Verify all numbers, quantities, and cost figures independently. Adjust for your specific project facts.
If something is wrong	You are responsible — not Claude. The review step is non-negotiable. It is not optional because you are busy.
Your professional registration	CPEng, PMP, chartered engineer, licensed professional — your registration obligations apply to every output. AI is your drafting tool. You are the expert.

10.1 Hallucination Demonstration — Two-Step Sequence — DEMO

Lesson 10.1 is the most important 5 minutes in the course for understanding where AI can fail you professionally. Claude is asked a specific FIDIC clause question in Step 1 — then asked how confident it is in Step 2. Watch what happens.

NOTE: Run both steps in the SAME Claude conversation. Do not start a new chat between Step 1 and Step 2.

PROMPT 10.1 — Two-step hallucination demonstration:

```
--- STEP 1: Send this prompt (designed to reveal overconfidence risk) ---
What is the exact Sub-Clause number in FIDIC Yellow Book 1999 that requires
the Contractor to give notice of a claim within 28 days of becoming aware
of the event giving rise to the claim, and what are the exact words of
that Sub-Clause?

[Claude will likely respond with a specific Sub-Clause number and wording.
This is where hallucination risk is highest — specific legal clause text.
Do not stop after this response. Continue to Step 2 in the same conversation.]

--- STEP 2: Send this immediately after (same conversation) ---
How confident are you that the Sub-Clause number and the exact wording
you provided are completely accurate? What is the risk of error?
How should a project manager verify this before using it in a formal claim?
```

✅ **WHAT CLAUDE PRODUCES:** Step 1: Claude gives a confident, specific answer with a Sub-Clause number and wording. Step 2: Claude acknowledges the risk of error and recommends verification. This is the hallucination pattern — confident output that may be wrong.

💡 **PRO TIP:** This is why you never use AI output for specific contract clause references without checking the actual FIDIC document. Claude is a powerful drafting tool. It is not a contract library. The verification step is your professional obligation.

10.2 AI Governance Policy — One Page for Any Project Team

DEMO

Lesson 10.2 produces a one-page AI use policy for an international project team — covering approved use, prohibited use, confidentiality rules, review obligations, and language caution. Issue this policy before your first team AI session.

PROMPT 10.2 — International project team AI use policy:

```
You are a senior project manager writing a one-page AI use policy for your
international project team on a major Design and Build construction project.

CONTEXT:
- Team: 22 people across 7 nationalities — project management, design managers,
  planning engineers, contracts managers, HSE, quality, and site management
- AI tool approved for use: Claude (claude.ai)
- Project: FIDIC Yellow Book Design and Build, USD 310 million
- Employer: Government ministry — strict document control requirements
- All project documents require Project Manager approval before submission
- Contract includes confidentiality obligations

Write a one-page team AI use policy covering:
1. Purpose and scope
2. Approved uses of AI on this project
3. Prohibited uses — especially confidentiality and what must never be pasted
   into a public AI tool (contract sums, employer names, personal data,
   commercially sensitive information)
4. Review and approval requirements before any AI-drafted content is used
5. Quality standards — what to verify before using AI output
6. Language and translation caution (AI translation must be professionally
reviewed)

Tone: Clear, practical, professional. Readable in 2 minutes.
Suitable for a multicultural international team.
Format: Numbered sections, plain language, one page maximum.
```

✅ **WHAT CLAUDE PRODUCES:** A one-page AI use policy covering 6 numbered sections in plain language. Readable in 2 minutes. Suitable for multicultural teams. Ready to customise with your project name and issue to the team.

💡 **PRO TIP:** Issue this policy before your first team AI session — not after a problem occurs. Adapt the CONTEXT section with your team size, contract type, and specific confidentiality obligations. One page is the maximum — if it cannot be read in 2 minutes, it will not be followed.

5. Student Completion Checklist

Use this checklist to confirm you have extracted maximum value from the course.

Downloaded the Bonus 30-Prompt PDF before starting	[ ] Yes [ ] Not yet
Watched all 47 DEMO lessons in full	[ ] Yes [ ] In progress
Copied each prompt into my personal library as I went	[ ] Yes [ ] In progress
Downloaded all 10 section prompt library PDFs	[ ] Yes [ ] In progress
RACE framework cheat sheet printed or saved to desktop	[ ] Yes [ ] Not yet
Prompt library has section headings created	[ ] Yes [ ] Not yet
Used at least one prompt on a real project this week	[ ] Yes [ ] Not yet
AI governance policy drafted for my team	[ ] Yes [ ] Not needed yet
Read Section 4 (professional rules) of this guide	[ ] Yes [ ] Not yet
Team briefed on confidentiality rules for AI use	[ ] Yes [ ] Not yet
Prompt library has all 47 prompts labelled and saved	[ ] Yes [ ] In progress
Left a course review on Udemy	[ ] Yes [ ] Not yet — please do!