



Project, Delivered.

*Run a project from day one to delivery,
with nothing left to chance.*

10 prompts to frame, plan, assign roles, track
and close a project, with AI.

Free for the SYSTINFO community



GOOD TO KNOW

AI gives your project a backbone.

A successful project rarely comes down to luck. It comes down to a clear frame, a realistic plan and steady follow-up. In 2026, an AI (ChatGPT, Claude, Gemini, Le Chat) becomes your pocket project manager: it breaks the work down, drafts a schedule and warns you about risks. It does not act for you, it helps you stay on course. Three reflexes first.

- **A written goal**

Put in one sentence what the project must deliver, and by when. AI helps you word it before anything else.

- **Break it down first**

A big project feels scary, a list of small tasks feels doable. Ask AI to cut it all into clear pieces.

- **Keep the decision**

AI drafts a plan, but you know the ground. Reread it, adjust the dates and approve what is realistic.

The right reflex: a written goal, a broken-down plan, then steady follow-up.
systinfo.org · systinfo.ai · blog.systinfo.ai



THE METHOD

Five moves, ten prompts.

Delivering a project comes down to five simple moves: frame the goal, plan the tasks, assign the roles, track progress and close cleanly. These 10 prompts walk you from the first idea all the way to the final review.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 **Frame**

· 2 prompts

02 **Plan**

· 2 prompts

03 **Assign**

· 2 prompts

04 **Track**

· 2 prompts

05 **Close**

· 2 prompts



The Project Aim

PROMPT TO COPY

Role: you are an experienced, methodical project manager.

Context: I am starting [project] for [goal], due by [date].

Task: help me frame this project clearly before I start.

Format: the goal in one sentence, what is in, what is out, and the two or three stakeholders I should keep informed.

What you get

A project framed before the first effort. Writing the goal and its limits keeps you from running off in every direction.



Clear Deliverables

PROMPT TO COPY

Role: you are an expert at scoping concrete results.

Context: my project aims for [goal] for [beneficiary].

Task: list the concrete deliverables I must produce.

Format: three to five named deliverables, and for each the simple test that says it is finished and good enough.

What you get

A sharp target for each result. Knowing what finished work looks like stops projects that never quite end.



Tasks Broken Down

PROMPT TO COPY

Role: you are a planner who loves clear lists.

Context: here are my deliverables: [paste them]. Project: [topic].

Task: break the project into simple, ordered tasks.

Format: a task list grouped by stage, showing what must be finished before the next one can start.

What you get

A wall of effort turned into small steps. An ordered task list is handled one item at a time, without feeling swamped.



A Realistic Schedule

PROMPT TO COPY

Role: you are a specialist in honest backward planning.

Context: here are my tasks: [paste]. Final deadline: [date].

Task: place these tasks on a realistic schedule.

Format: a week-by-week table with the key milestones, and a safety margin before the final date.

What you get

Dates you can hold, not wishes. A schedule with margin survives the surprises that always show up.



Who Does What

PROMPT TO COPY

Role: you are a clear, fair team organiser.

Context: my team is [people and strengths]. Tasks: [paste].

Task: suggest who does what, without overloading one person.

Format: a task-by-task table with the owner, the people to consult, and the people to keep informed.

What you get

Everyone knows what is expected of them. One owner per task ends the fog of everyone assumed someone else would do it.



A Budget Under Control

PROMPT TO COPY

Role: you are a manager watchful over every spend.

Context: my project is [topic], my total budget is [amount].

Task: help me split this budget across spending lines.

Format: a table of lines with an estimated amount, a total, and a reserve for surprises. Flag anything uncertain with an asterisk.

What you get

A clear budget before the surprises. Splitting the spend up front avoids the hole found halfway through the project.



Risks Anticipated

PROMPT TO COPY

Role: you are a careful analyst who spots traps.

Context: here is my project and its plan: [paste them].

Task: list what could go wrong, and how to avoid it.

Format: five risks from most likely to most serious, each with

an early warning sign and a simple counter-move.

What you get

Problems seen before they hit. A counter-move planned in calm beats panic on the day it happens.



The Progress Update

PROMPT TO COPY

Role: you are a project manager who loves short updates.

Context: here is where the project stands: [done, in progress, late].

Task: write a clear progress update for my team.

Format: a three-line summary, what is done, what is stuck, and the three priorities for the week ahead.

What you get

Follow-up everyone can grasp. A short, regular update keeps the team aligned without an endless meeting.



The Last Obstacle

PROMPT TO COPY

Role: you are a calm, concrete unblocker.

Context: I am stuck on [precise problem] at [project stage].

Task: help me unblock the situation and move forward.

Format: three possible causes, the first thing to test right now, and a plan B if that is not enough.

What you get

A sticking point turned into an action. Naming the block and one concrete lead restarts a stalled project.



The Closing Review

PROMPT TO COPY

Role: you are a facilitator of honest lessons learned.

Context: my [topic] project just ended. Outcome: [brief].

Task: help me draw the lessons for next time.

Format: what went well, what got stuck, and three lessons to keep, written as simple rules.

What you get

A finished project that makes the next one better. A short review turns lived experience into a method you can reuse.



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