

THE TOOLKIT BROCHURE · 2026

The Toolkit Brochure

The complete catalog of **30+ AI tools** for project management — plus all 44 Learn-by-Doing activities and the deliverables they produce — for the **GSDC Certified Generative AI in Project Management** credential.

Inside the brochure

✓ Complete 30+ AI tools catalog	✓ 44 LBDs + deliverables they produce
✓ 11-module syllabus from GSDC	✓ Sample certificate + exam details
✓ Capstone preview	✓ Toolkit-to-workflow mapping

30+
AI tools
Catalogued

44
LBD labs
With deliverables

11
Modules
Official syllabus

Credential: **CGAIPM · Certified Generative AI in Project Management** · Issued by **Global Skill Development Council** · Recognized in 100+ countries.

Page one carries no calls-to-action by design. The catalog begins on page two.

TOOLKIT MAP

The PM workflow → tool map

Hiring managers in 2026 don't ask "what AI tools do you know?" They ask "which tool would you reach for in *this* PM workflow?" The catalog in this brochure is organised by workflow, not by tool, so you build the answer hiring managers actually screen for.

Nine workflow lanes

Lane	Workflow	Page
L1	Project planning & scheduling	5
L2	AI Gantt & dashboards	6
L3	Status reporting	7
L4	Risk & issue management	9
L5	Stakeholder communication & meetings	10
L6	Documentation & lessons-learned	11
L7	Resource & portfolio management	12
L8	Change management	13
L9	Agile, scrum & hybrid delivery	14

Reader hint: the same tool often shows up in multiple lanes. ChatGPT and Claude appear in almost all nine. The skill is not learning each tool in isolation — it's knowing *which tool* to reach for in *which workflow*, fast.

READING GUIDE

How to read this brochure

Three section blocks. The catalog (pp. 5–14) is the bulk of the read. The 44 LBDs (pp. 17–18) show what you actually ship. The program details (pp. 20–25) cover the syllabus, exam and certificate.

Block	Pages	What you'll find
The 30+ tools catalog	5–14	Each tool shown by lane, with category, purpose and a hands-on note.
Tool stack patterns	15–16	Five common PM tool stacks readers actually run in production.
44 LBDs & the deliverables they produce	17–18	Every Learn-by-Doing activity, what you ship, and the recruiter-readable artifact.
Capstone preview	19	What a capstone looks like end-to-end, with sample scope and deliverables.
Program & exam	20–25	11-module syllabus, exam details, sample exam questions, sample certificate.
Closer	26–28	Employer view, FAQ and enrollment.

How to actually use the catalog

- **Pick a workflow lane you do every week.** Read pp. 5–14 for that lane first.
- **Pick one tool you don't already use.** Try it on next week's instance of that workflow.
- **Map your output to one of the 44 LBDs (pp. 17–18).** That gives you the artifact name recruiters scan.
- **Repeat for the next lane.** Twelve weeks gives you twelve new artifacts.

OVERVIEW

The 30+ tools, by category

<p>30+ AI tools In the catalog</p>	<p>9 Workflow lanes PM-native</p>	<p>44 LBD labs With deliverables</p>
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Five tool categories

Category	What's in it	Why a PM uses it
General LLM	ChatGPT · Claude · Google AI Studio · Gemini · Copilot	First-stop drafting, summarisation and Q&A across the toolkit.
PM platform AI features	monday.com AI · Asana AI · Jira AI · ClickUp AI · Smartsheet AI	AI lives inside your existing PM tool — schedule, status, dashboards.
Document & meeting AI	Notion AI · Otter · Fireflies · Tactiq · Granola · Read.ai	Meeting capture, transcripts, summaries, action-item extraction.
Visual & presentation AI	Gamma · Beautiful.ai · Canva AI · tome · Decktopus	Stakeholder decks, executive summaries, infographics, posters.
Specialist / niche AI	Jasper · Mem · Perplexity · ChatPRD · Reclaim · Motion · Taskade	Specific writing, research, scheduling or task-orchestration jobs.

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WORKFLOW LANE

L1 · Project planning & scheduling

Where most PMs first feel the toolkit pay off. ChatGPT-for-project-planning is the default starting point; specialist scheduling tools take over for capacity, dependency and Gantt work.

<p>ChatGPT LLM</p> <p>WBS drafting, effort estimates, dependency mapping, narrative plan write-ups.</p>	<p>Claude LLM</p> <p>Long-form plan reviews, deeper reasoning over RFP / brief inputs.</p>
<p>Google AI Studio LLM</p> <p>Multimodal planning input: spreadsheets, screenshots, audio briefs.</p>	<p>monday.com AI PM PLATFORM</p> <p>Inside-platform WBS drafting, dependency suggestions, schedule narrative.</p>
<p>Asana AI PM PLATFORM</p> <p>AI-drafted projects from a goal; smart fields and effort prediction.</p>	<p>ClickUp AI PM PLATFORM</p> <p>Project brief → tasks, AI summaries on each milestone.</p>

What employers screen for in this lane: can you go from a 2-line brief to a first-cut WBS with effort estimates in *under an hour*, with the model framing and the PM owning the numbers? That speed is the deliverable.

WORKFLOW LANE

L2 · AI Gantt & dashboards

The lane where the platform AI features and visualization tools meet. PMs use this lane to turn a schedule into a board-grade picture in minutes, not hours.

<p>Smartsheet AI PM PLATFORM</p> <p>AI summaries on Gantt views, formula suggestions, automation drafting.</p>	<p>Jira AI PM PLATFORM</p> <p>AI-drafted JQL, dashboard generation, sprint and roadmap summaries.</p>
<p>monday.com AI PM PLATFORM</p> <p>AI dashboards, board summaries, item drafting from prose.</p>	<p>Asana AI PM PLATFORM</p> <p>Smart status, dashboard narratives, AI-drafted goals.</p>
<p>Tableau Pulse / Power BI Copilot DASHBOARDS</p> <p>AI narratives over PM data; auto-generated charts and summaries.</p>	<p>Notion AI DOCS / BOARDS</p> <p>Dashboards inside Notion with auto-summarised database views.</p>

Anti-pattern called out in this lane: letting the dashboard AI generate a narrative without checking the underlying data. The PM owns the numbers; the AI frames them. Always verify before you publish.

WORKFLOW LANE

L3 · Status reporting

Where the toolkit pays off the most weekly. PMs who automate the writing-heavy part of status reporting reclaim two to four hours per week — and the reports tend to be more consistent and audit-cleaner.

<p>ChatGPT LLM</p> <p>First-draft weekly status, RAG narratives, executive summaries.</p>	<p>Claude LLM</p> <p>Long-context status across multi-project reports; better at tone.</p>
<p>monday.com AI PM PLATFORM</p> <p>Inside-platform status drafts from board data, with cited items.</p>	<p>Asana AI Smart Status PM PLATFORM</p> <p>Status drafted from project data; PM edits and approves.</p>
<p>Microsoft Copilot in Loop M365 AI</p> <p>Status pages in Loop with cited Teams / SharePoint sources.</p>	<p>Tactiq MEETINGS</p> <p>Meeting summary → status update pipeline in one click.</p>

The control that matters in this lane: human-in-the-loop review before send. AI drafts; the PM owns the artifact. The status report goes out only after the PM has explicitly approved.

WORKFLOW SAMPLE

L3 · A weekly status workflow you can copy

The end-to-end status workflow used by readers who automate this lane successfully. Total time, end-to-end: 20–30 minutes for a board-grade weekly status.

Step	Tool	Output
1 · Pull last week's data	PM platform export (Jira / monday / Asana)	A CSV / JSON of items, owners and dates.
2 · Draft the narrative	ChatGPT or Claude · template-bound prompt	A draft RAG narrative with cited rationale per colour.
3 · Verify the numbers	Direct lookup in the PM platform	Numbers match the system of record.
4 · Pull meeting highlights	Tactiq · Otter · Fireflies	Action items and decisions from the past week's meetings.
5 · PM review & edit	PM judgement, manual	Tone-matched per audience; PM owns it explicitly.
6 · Distribute	Loop · Notion · email · Slack	Sent only after the PM approves; logged for audit.

How recruiters read this workflow

- **You can name the system of record.** Numbers come from there, not the LLM.
- **You can name the human gate.** Step 5 is non-negotiable.
- **You can describe the artifact.** Not “I used ChatGPT” — “I drafted a RAG status with cited rationale per colour.”
- **You can describe the time saved.** The interview answer is concrete and measurable.

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WORKFLOW LANE

L4 · Risk & issue management

Where AI does broad coverage well and idiosyncratic work badly. The toolkit covers the wide-net risk identification pass; you and your team do the narrow-deep pass that follows.

ChatGPT LLM First-cut risk register; mitigation narratives; scenario stress-tests.	Claude LLM Long-context risk reviews across briefs, contracts and prior incidents.
Perplexity RESEARCH LLM Domain risk research — regulatory, vendor, geopolitical — with citations.	Risk Cloud (Logic Manager) SPECIALIST Enterprise risk register with AI-suggested mitigations & categorisation.
monday.com AI PM PLATFORM AI-drafted risk items inside the project board with status linkage.	ChatPRD SPECIALIST Risk & assumption sections for PM / PRD drafts.

Sequence that works: AI broad pass first → team narrow pass second → PM consolidation third. The team pass is non-negotiable — it's where idiosyncratic risks actually live.

WORKFLOW LANE

L5 · Stakeholder communication & meetings

Meetings and stakeholder communication compress more dramatically than any other lane in this brochure. Capture → summarise → tone-match → distribute is the four-step loop that pays back daily.

Otter MEETINGS Real-time transcription + meeting summary with action items.	Fireflies MEETINGS Cross-meeting search and summary; integrates with PM platforms.
Tactiq MEETINGS In-meeting transcription + post-meeting summary with citations.	Granola MEETINGS Apple-native note-taking with AI summarisation, no bot needed.
Read.ai MEETINGS Meeting analytics, sentiment, engagement scoring across calls.	ChatGPT / Claude LLM Tone-matched stakeholder updates per audience; difficult-conversation prep.

Disclosure note for this lane: meeting transcription bots are not always welcome. Always disclose recording / transcription up front; offer a no-bot option for sensitive calls. The credential drills this disclosure pattern.

WORKFLOW LANE

L6 · Documentation & lessons-learned

Documentation has historically been “the thing that doesn’t get done.” The toolkit changes that — by making first drafts cheap, refactors fast, and lessons-learned captured at the time of the lesson, not six months later.

<p>Notion AI DOCS</p> <p>Drafting, summarising, refactoring documentation inside Notion.</p>	<p>Microsoft Copilot in Word DOCS</p> <p>Long-form PM doc drafting and refactoring in Word / SharePoint.</p>
<p>Google Docs Gemini DOCS</p> <p>AI drafting and summarisation inside the Google Workspace stack.</p>	<p>Mem DOCS</p> <p>Searchable AI note-taking with backlinks; lessons-learned over time.</p>
<p>ChatGPT / Claude LLM</p> <p>Refactoring stale docs against new templates; lessons-learned write-ups.</p>	<p>Confluence AI DOCS</p> <p>AI summaries inside Atlassian Confluence; cited from connected systems.</p>

What hiring teams notice in this lane: evergreen docs. A candidate who keeps documentation alive through the project lifecycle — not just at the start — stands out immediately on any PMO screen.

WORKFLOW LANE

L7 · Resource & portfolio management

Where AI scheduling tools and AI portfolio management tools live. The lane senior PMs and PMO leads spend most of their time in. Capacity planning, scenario modeling and portfolio Q&A all benefit here.

<p>Reclaim SCHEDULING AI-driven personal calendar & team capacity scheduling.</p>	<p>Motion SCHEDULING AI auto-scheduler across projects and personal calendar.</p>
<p>Float RESOURCE AI-assisted resource forecasting and capacity planning.</p>	<p>Resource Guru AI RESOURCE Capacity-aware AI booking suggestions.</p>
<p>Smartsheet AI PM PLATFORM Portfolio dashboards with AI summaries across projects.</p>	<p>Planview AI PORTFOLIO Portfolio Q&A; what-if scenario modeling across the portfolio.</p>

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WORKFLOW LANE

L8 · Change management

The most underrated lane in the toolkit. Change-management AI is where transformation PMs spend a surprisingly large share of their time — and where adoption analytics meet stakeholder communication.

<p>ChatGPT / Claude LLM</p> <p>Change-impact narratives; stakeholder analysis; FAQ drafting.</p>	<p>WalkMe AI ADOPTION</p> <p>In-app guidance with AI-suggested flows for rollout.</p>
<p>Whatfix AI ADOPTION</p> <p>AI-driven adoption analytics and content suggestions.</p>	<p>Pendo AI ADOPTION</p> <p>Product analytics and adoption insights; AI-suggested experiments.</p>
<p>Articulate AI (Storyline) TRAINING</p> <p>AI-assisted training content for change rollouts.</p>	<p>Beautiful.ai PRESENTATIONS</p> <p>Change-comms decks across functions in minutes, not hours.</p>

What changes in this lane: change comms used to be written; now they are drafted-and-edited. The hours saved go into the harder work — listening to resistance, running adoption experiments, and earning the change.

WORKFLOW LANE

L9 · Agile, scrum & hybrid delivery

Where AI helps without replacing the human in the room. Ceremonies stay human; outputs and writing-heavy parts get the AI lift.

<p>Jira AI PM PLATFORM</p> <p>AI-drafted JQL, sprint summaries, velocity narratives.</p>	<p>ChatGPT / Claude LLM</p> <p>User story refinement (INVEST); retrospective theme extraction.</p>
<p>Tactiq / Otter MEETINGS</p> <p>Retrospective transcription → themes & actions.</p>	<p>ChatPRD PRD / STORIES</p> <p>User story drafting with acceptance criteria scaffolding.</p>
<p>Atlassian Rovo ATLASSIAN AI</p> <p>Cross-Atlassian AI search and summarisation.</p>	<p>Linear AI PM PLATFORM</p> <p>AI summaries on issues and sprint cycles for engineering teams.</p>

The rule for this lane: use AI on outputs after the conversation — never on the room itself. The team owns the retrospective; AI summarises after.

TOOL STACK PATTERNS

Five common PM tool stacks

Across readers running the toolkit in production, five distinct stacks repeat. Each fits a different team type. Pick the closest to yours and skip the others on your first read.

Stack	Fits	Core tools
1 · Atlassian-native	Engineering-heavy teams already in Jira / Confluence.	Jira AI · Confluence AI · Atlassian Rovo · ChatGPT · Otter
2 · Microsoft-native	Enterprise teams in M365 with strong governance needs.	M365 Copilot · Loop · Word / Excel Copilot · Teams · ChatGPT
3 · Google-native	Cloud-first orgs using Workspace as the backbone.	Google AI Studio · Gemini in Docs / Sheets · Tactiq · ChatGPT
4 · monday / Asana / ClickUp	Cross-functional teams in a modern PM platform.	monday.com AI or Asana AI · ChatGPT · Notion AI · Otter
5 · Indie / freelance	Solo PMs and agency consultants running multiple clients.	ChatGPT · Claude · Notion AI · Gamma · Tactiq · Reclaim

The general LLM (ChatGPT or Claude) sits in every stack. It's the swiss-army tool that connects the others. The CGAIPM curriculum drills both deeply, so you can move between stacks without re-learning the fundamentals.

FLUENCY BY LEVEL

Tool fluency expected, by seniority

Recruiters and hiring managers don't expect senior PMs to know *more* tools than juniors. They expect them to know *which tool* in *which workflow*, faster.

Level	Tool fluency expected	What stands out at this level
Entry (0–2 yrs)	ChatGPT or Claude · one PM platform AI (monday / Asana / Jira) · one meeting tool.	Shipping clean status reports and meeting notes without escalation.
Mid (3–5 yrs)	Two LLMs · two PM platforms · two meeting tools · Notion AI or equivalent.	Picking the right tool per workflow without hesitation; templates that scale.
Senior (6–10 yrs)	Three+ LLMs · three+ PM platforms · dashboards · portfolio AI.	Setting the team's stack; running adoption with disclosure and governance.
Lead (10+ yrs)	Strategy across stacks; vendor selection; security / privacy review.	Negotiating vendor contracts; setting the bank's / firm's AI use policy.

The credential drills the “which tool when” instinct across all 11 modules. By the end of the program you are not just using tools — you are choosing them deliberately, with the rationale a hiring manager can hear.

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LBD INDEX

44 LBDs & the deliverables they produce (1 of 2)

Every Learn-by-Doing activity in the program, with the recruiter-readable deliverable you ship. Print pages 17–18 as your portfolio checklist.

LBD	M	Activity	Deliverable produced
01	1	Define generative AI in PM terms	250-word definition note
02	1	Map a current PM workflow to AI version	Workflow before/after diagram
03	1	Identify three AI-compressible tasks	30-day automation plan
04	1	Ethical principles note for the project	One-page ethics statement
05	2	Same task through three AI tools	Tool comparison memo
06	2	Personal prompt library (10+ prompts)	Prompt library file
07	2	Executive summary from 20-page doc	One-page exec summary
08	2	AI-enhanced stakeholder review deck	AI-drafted PowerPoint
09	2	Chart-analysis narrative from CSV	Chart narrative document
10	3	First-cut WBS for a real project	WBS spreadsheet / mind-map
11	3	AI estimate vs gut estimate	Estimate comparison table
12	3	Dependency map with AI assistance	Dependency diagram
13	3	Plan narrative for executive audience	Plan exec narrative
14	3	Capacity view across two scenarios	Capacity scenarios sheet
15	4	First-cut risk register	Risk register spreadsheet
16	4	AI-assisted qualitative scoring	Scored risk register
17	4	Mitigation narratives for top 5 risks	Mitigation memo
18	4	Two scenario stress-tests on schedule	Scenario stress-test memo
19	5	Stakeholder grid (power x interest)	Stakeholder analysis sheet
20	5	Three tone-matched updates	Three drafted updates
21	5	Difficult conversation prep + rehearsal	Talking-points document
22	5	Meeting minutes from transcript	Minutes + action items

LBD INDEX

44 LBDs & the deliverables they produce (2 of 2)

LBD	M	Activity	Deliverable produced
23	6	Weekly status report from raw data	Weekly status report
24	6	RAG status with cited rationale	RAG status memo
25	6	10-page doc → one-page exec summary	Executive summary
26	6	Lessons-learned from a closed phase	Lessons-learned write-up
27	6	Refactor stale documentation	Refactored doc set
28	7	10 user stories refined (INVEST)	User stories backlog
29	7	Sprint retrospective → themes / actions	Retrospective summary
30	7	Velocity-trend narrative across 4 sprints	Velocity narrative
31	7	Sprint-review deck from backlog	Sprint-review deck
32	8	Frame a real decision; 3 options	Decision-options memo
33	8	Weighted decision matrix	Decision matrix sheet
34	8	What-if scenario + narrative	Scenario memo
35	8	Recommendation memo (AI / human split)	Recommendation memo
36	9	AI-use disclosure statement	One-page disclosure
37	9	Audit one AI output for bias / tone	Audit note
38	9	Escalation path for AI mistakes	Escalation playbook
39	10	Data flows from PM tools to AI tools	Data flow diagram
40	10	Data-handling rules for AI use	Handling-rules document
41	10	Vendor due-diligence checklist	Due-diligence checklist
42	11	Capstone brief signed off by mentor	Capstone brief
43	11	Capstone artifact + exec summary	Capstone artifact
44	11	Two timed sample exams + mock viva	Exam-ready evidence pack

Every deliverable above is recruiter-readable. By the end of the program you have 44 named artifacts to point to in interviews — not just “I took an AI course”.

CAPSTONE

Capstone preview · what you ship

The capstone is the final, single-page-summarisable artifact of the credential. It's the answer to “show me one thing you actually built.” Below is the canonical capstone shape readers most often ship.

Section	What it contains	Time investment
1 · The brief	Problem · users · data · success metrics · risks · controls.	Week 11 of the program
2 · The artifact	A built workflow using 3–5 tools from this brochure end-to-end.	Week 11–12
3 · The eval	How you measured the workflow's quality, cost and time saved.	Week 12
4 · The controls	AI-use disclosure · audit trail · escalation path · human gates.	Week 12
5 · The exec summary	One page: problem, what you built, results, controls, next steps.	Week 12
6 · The viva	10-minute defence with your mentor; rehearses before the real exam.	Week 13

Three capstone examples readers have shipped

- **Weekly status automation** · 3 tools · saves ~3 hrs / week · adopted by team of 8.
- **Risk register acceleration** · 2 tools · first-cut in 30 min, was 4 hrs before.
- **Stakeholder communication kit** · 4 tools · tone-matched updates across 5 audiences.

PROGRAM

The credential behind the toolkit

The toolkit catalogued in this brochure is not a stand-alone read — it's the catalog that the credential drills hands-on across 44 labs. Below is the full program.

Element	Detail
Credential	CGAIPM · Certified Generative AI in Project Management
Issuing body	Global Skill Development Council (GSDC)
Recognition	100+ countries
Time to interview-ready	8–12 weeks at 5–7 focused hours per week
Modules	11 official modules (see page 21)
Learn-by-Doing labs	44 labs across the 30+ tools in this brochure
Self-paced material	36+ hours of structured video lessons
Live sessions	Expert-led 45-minute sessions throughout
1:1 SME sessions	3 personal sessions with subject-matter experts
AI tools covered	30+ tools incl. ChatGPT, Claude, Google AI Studio, Jasper, monday.com AI, Asana AI
Capstone	Role-mapped capstone — preview on page 19
Interview practice	Built-in interview practice platform
Career boosters	GSDC LinkedIn Enhancer & Resume Builder · free GSDC Membership
Money-back	7-day money-back guarantee per the GSDC refund policy

BUILD THE PORTFOLIO

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Build a 44-deliverable PM portfolio

Recruiters scan portfolios first, CVs second. Inside CGAIPM you ship 44 deliverables across the toolkit — one per LBD.

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CURRICULUM

The 11-module syllabus

The chapter list, with the LBD count per module. Each module pulls from multiple tools in the catalog (pp. 5–14), and every LBD ships a deliverable.

#	Module	LBD	Toolkit lanes touched
01	Foundations of generative AI for PMs	4	L1, L3
02	The PM's AI toolkit: ChatGPT, Claude, Google AI & more	5	All lanes
03	AI-powered project planning & scheduling	5	L1, L2, L7
04	AI-driven risk management	4	L4
05	Stakeholder engagement & communication with AI	4	L5, L6
06	AI-assisted status reporting & documentation	5	L3, L6
07	AI in agile, scrum & hybrid delivery	4	L9
08	AI-enabled decision-making & scenario modeling	4	L4, L7
09	Ethics, governance & bias in PM AI use	3	All lanes
10	Data privacy, security & compliance for PM AI	3	All lanes
11	Capstone, exam prep & viva	3	Capstone

How the syllabus maps to this brochure: the catalog (pp. 5–14) shows you the tools by lane; the modules (above) sequence the lanes into a 90-day learning arc.

EXAM

Exam details

The CGAIPM exam tests application of the toolkit, not recitation. The structure mirrors real practitioner decisions across the 11 modules and the 44 LBDs.

Item	Detail
Credential code	CGAIPM · Certified Generative AI in Project Management
Format	Multiple-choice + scenario items + applied mini-case
Items	Approx. 40–60 items
Duration	Approx. 60–90 minutes (varies by version)
Open book	No · closed-book online proctored
Passing line	Set by GSDC psychometric review · communicated at booking
Retake policy	Retakes allowed per the GSDC retake policy
Validity	Lifetime credential · refresh recommended every 2 years
Recognition	Recognized in 100+ countries
Money-back	7-day money-back guarantee per the GSDC refund policy

What the exam draws from the toolkit

- “Which tool would you reach for in this workflow?” — drawn from pp. 5–14.
- “What’s the deliverable for this LBD?” — drawn from pp. 17–18.
- “Where does AI fit, and where does it not?” — drawn from the anti-pattern callouts.
- “What’s the disclosure / control for this case?” — drawn from M9 & M10.

EXAM PREP

Sample exam questions

Four sample items in the style of the real CGAIPM exam. Illustrative only — the live exam has 40–60 items across multiple-choice, scenario and applied mini-case formats.

Q1. A PM needs to summarise a 20-page brief into a one-page executive summary. Which is the **most** appropriate first reach?

- A. A specialist resource-planning tool.
- B. A general LLM (ChatGPT or Claude) with a structured prompt.
- C. A meeting transcription tool.
- D. A dashboard / BI tool.

Answer: B · Document summarisation is the canonical first-stop use case for general LLMs. The PM then edits and approves before sending.

Q2. Numbers in an AI-drafted weekly status report should come from:

- A. Whatever the AI considers most likely.
- B. The PM platform / data store, verified before publishing.
- C. Last week's status, edited.
- D. The team's gut feel.

Answer: B · Numbers come from the system of record. The model frames the narrative; the data store states the values.

Q3. Your team uses Tactiq to transcribe a sensitive vendor negotiation call. What is the **most** appropriate practice?

- A. Transcribe silently — speed matters.
- B. Disclose recording / transcription up front and offer a no-bot option.
- C. Use a personal account so the firm has no record.
- D. Transcribe and don't share the transcript with anyone.

Answer: B · Disclosure is non-negotiable for sensitive calls. The toolkit's value depends on the disclosure pattern being consistent.

Q4. An AI tool returns a risk register with risks that don't match your team's history. What does this reveal?

- A. AI is unfit for risk management; abandon the tool.
- B. AI is strong at broad coverage but weaker on idiosyncratic team-specific risks.
- C. The team should adopt the AI list verbatim.
- D. Switch tools until the list matches exactly.

Answer: B · AI shines at wide-net identification; your team must do the narrow-deep pass that follows. The pairing is the value.

CERTIFICATE

Sample certificate preview

Below is a stylised preview of the digital certificate issued on completion. The live certificate is dated, individually numbered, and accompanied by a verifiable digital badge you can share on LinkedIn, your CV and email signature.



Verification: every certificate is independently verifiable at gsdcouncil.org/verify using the credential ID printed on the certificate. The same verification link sits on the digital badge.

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EMPLOYER VIEW

The employer view in 2026

Hiring teams in 2026 don't ask "do you know AI tools?" They ask "show me a workflow you've automated and what you shipped." The toolkit in this brochure is the answer.

What hiring teams actually look at

- **Workflow fluency, not tool fluency.** Which tool would you reach for in this workflow, and why?
- **Named deliverables.** "A RAG status with cited rationale" not "I used ChatGPT".
- **Disclosure and controls instinct.** You can name the disclosure step before being asked.
- **The capstone.** A built workflow with eval, controls and exec summary reads as one-level-above.

What gets rejected at the screen

- Vague "AI experience" without a named artifact behind it.
- Vendor partisanship — "ChatGPT is the only tool that matters".
- Treating meeting bots as automatic without disclosure.
- AI used on consequential decisions without a human gate.

FAQ

Frequently asked questions

Question	Short answer
Do I need to learn every tool in the catalog?	No. Pick one workflow lane first and one tool you don't already use. Repeat.
Which two LLMs should I start with?	ChatGPT and Claude. The credential covers both as core, plus Google AI Studio.
Do I need to code to use the toolkit?	No. CGAIPM is built for PMs; no coding is required.
What if my firm blocks ChatGPT?	Most labs work with Claude, Google AI Studio, or your firm's enterprise-deployed AI.
Is the credential globally recognized?	Yes — recognized in 100+ countries.
How long does it realistically take?	8–12 weeks at 5–7 focused hours per week.
What about meeting bots — is it okay to record?	Always disclose; offer a no-bot option for sensitive calls. Module 9 drills this.
What if I fail the exam?	Retakes are allowed per the GSDC retake policy. Two sample exams + mock viva included.
Can my employer sponsor me?	Yes. Corporate / cohort sponsorship is available via the live program page.
What if the program isn't a fit?	GSDC offers a 7-day money-back guarantee per its refund policy.

GETTING STARTED

How to start with the toolkit this week

Four concrete moves to start using this toolkit before you enroll — so the credential builds on real practice instead of starting from zero.

Move	What you do	Time
1 · Pick one lane	Pick the workflow lane you spend most time in. Read pp. 5–14 for that lane only.	15 min
2 · Pick one tool	Pick one tool from that lane you don't already use. Try it on next week's instance.	30 min
3 · Ship one deliverable	Map your output to one of the 44 LBDs (pp. 17–18). Name your artifact.	1 hr
4 · Share it	Post the artifact in your team channel with a one-line description.	5 min

By the time you sit down for the credential, you already have a small portfolio. The program then formalises and multiplies what you've already started — 44 deliverables by the end of the 8–12 weeks.

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ENROLLMENT

Open the toolkit, hands-on

You've read the catalog, the lanes and the deliverables. The next step is using the toolkit hands-on, with mentors and a cohort. Enrol on the live program page; access opens immediately; your cohort is assigned within 24 hours; and Module 1 is waiting.

Step	What happens
1 · Click any CTA in this brochure	You land on the official toolkit / CGAIPM program page.
2 · Apply your offer at checkout	Your 50% discount is auto-applied within the offer window.
3 · Complete enrolment	Your access details, cohort schedule and mentor introduction arrive in your inbox.
4 · Start Module 1	Open the LMS and begin the 8–12 week pathway across 30+ tools and 44 LBDs.

Direct contact

Program page:

gsdcouncil.org/certification-program/generative-ai-project-management-toolkit-employers-want

Issuing body: Global Skill Development Council (GSDC)

Recognition: 100+ countries

Credential code: CGAIPM · Certified Generative AI in Project Management

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Thank you for reading the Toolkit Brochure. We'll see you inside the cohort, building the toolkit for real.