AI Tool Cheat Sheet for Project Management

These AI tools can support small organisations with planning, reporting, communication, and automation.

• ChatGPT: Use to draft project reports, risk plans, stakeholder emails, or brainstorm ideas.

• Notion AI: Summarises meeting notes, generates task lists, and creates quick planning docs.

• Grammarly: Improves the clarity and professionalism of your written communication.

• Otter.ai: Transcribes meeting recordings and creates summaries automatically.

• Trello + Butler: Automates task reminders, status updates, and card sorting on your Trello boards.