

## CARD 1 – GPT as a Project Assistant

Use GPT to support your role in a project — from planning to communication.

### Project Leaders – Task:

Ask GPT to generate a **project outline** for a small-scale social campaign or community event.

Optional prompt: "Create a step-by-step plan for a community workshop on digital well-being for seniors."

- Identify target group
- collect free online tools
- develop brief and easy modules (social media marketing, AI & digital tools, cyber hygiene)
- use social media to promote the project
- conduct workshops
- collect feedback
- provide certificates

### Team Members – Task:

Ask GPT to generate **5 smart questions** you should ask before joining a new project.

Optional prompt: "What should I ask to better understand my role and the project's expectations?"

1. what challenges or risks have already been identified in this project that I should be aware of?
2. What are the specific goals and expected outcomes of this project?
3. what are the key stakeholders, how should I communicate or collaborate with them?
4. what are the primary goals and deliverables for the project and how does my role contribute to achieving them?
5. are there any tools, processes or best practices I should be following from the start?