

AI Project Status Report — Prompt Guide

Three Prompts — Single Paste, Guided Interview, and Synthesis

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Works with Claude, ChatGPT, and NotebookLM

Overview

This guide contains three prompts for generating executive-level project status reports using AI. All three prompts produce the same report structure — the difference is how you get there and what you want to do with the outputs.

All three prompts now include a previous status report field for week-over-week continuity, trend indicators in the RAG dashboard, and an output format instruction that generates a report ready to open in Word or Google Docs.

- Prompt 1 — Single Paste: Fastest path. Fill in your inputs and send in one message.
- Prompt 2 — Guided Interview: AI asks four questions one at a time. Better for first-time use or complex projects. Now includes a dedicated question for the previous status report.
- Prompt 3 — Synthesis: Feed all three AI outputs back into Claude and get one consolidated report that combines the best of all three.

What Every Report Contains

- Implementation Health Dashboard — Scope / Schedule / Budget / Resources with GREEN / YELLOW / RED RAG status, trend indicator (→ / ↑ / ↓), and rationale
- Executive Snapshot — 2-3 sentence summary for senior leadership
- Project Phase Summary — where the project stands overall
- Highlights This Period — wins, completions, and momentum items
- Active Work and Integrations — current workstreams formatted as a table
- Items in Progress — tasks and deliverables with owners and due dates
- RAID Summary — risks and issues with severity ratings
- Action Items — full table with accountable owner and due date per item
- Lookahead — key dates and events for the coming week

What You Need Before Running Any Prompt

- Project name and current phase
- WBS Extract — key tasks, milestones, and completed items (CSV, Excel, or plain text)
- Meeting Notes or Agenda — from this reporting period
- RAID Log — current risks and issues (bullets, table, or Jira export)
- Previous Status Report — optional but strongly recommended for continuity

NotebookLM now supports Word documents (.docx) as source uploads in addition to PDF, Google Docs, and plain text. Upload your input files directly without needing to convert to PDF first.

Prompt 1 — Single Paste Format

Copy everything below, fill in the bracketed sections with your project data, and send in one message. The AI generates the full report immediately.

COPY FROM HERE

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You are an experienced Project Manager preparing an executive-level status report.

Use the following inputs to generate a complete, professional, client-facing status report.

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PROJECT INPUTS:

Project Name: [Insert project name]
Current Phase: [Insert current phase — e.g. Planning, Execution, UAT, Go-Live]
Reporting Period: [Insert date range — e.g. May 26 - June 1, 2026]

WBS Extract:
[Paste CSV rows, Excel summary, or plain text bullets of key tasks, milestones, and completed items this period]

Meeting Notes / Agenda:
[Paste notes, agenda items, or a summary of key discussions, decisions made, and action items from this reporting period]
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RAID Log – Risks and Issues:

[Paste current risks and issues as bullets, a table, or exported data]

Previous Status Report (if available):

[Paste a summary or full text of last week's status report.

This helps maintain continuity and week-over-week consistency.

Skip this field if not available – it is optional.]

REPORT STRUCTURE – generate all sections in this order:

1. Implementation Health Dashboard

Rate each of the following as GREEN, YELLOW, or RED with:

- A trend indicator (→ stable, ↑ improving, ↓ declining)
- A one-sentence rationale grounded in the inputs provided

Dimensions: Scope / Schedule / Budget / Resources

Format this as a clear visual table.

2. Project Phase Summary

Where does the project stand overall this period?

Lead with momentum and wins before raising concerns.

3. Highlights This Period

Lead with wins, completions, and positive momentum items.

4. Active Work and Integrations

Current workstreams, integrations, and in-flight items.

Format as a table with columns: Workstream, Description, Key Date, Status.

5. Items in Progress

Tasks and deliverables currently underway.

Format as a table with columns: Task, Owner, Due Date, Status.

6. RAID Summary

Format as a table with columns: ID, Type, Description, Severity, Owner, Target.

7. Action Items

Format as a table with columns: Action, Accountable, Due Date.

8. Lookahead

Key dates and events for the coming week.

TONE AND STYLE – apply without exception:

- Audience: project sponsors, directors, and operational leads
- Professional, calm, and collaborative throughout
- No alarm language – avoid: at risk, overdue, blocking, urgent, escalate
- Frame challenges as items being actively coordinated
- Lead every section with wins and completions
- Stakeholder action items are framed as collaborative requests, not demands
- No emoji. No internal commentary.
- Keep sentences short and direct – avoid generic filler statements
- Format the output for executive review – use headers, tables, and bullets
for visual clarity throughout

OUTPUT FORMAT:

Generate the report as a fully formatted document ready for executive review.

Use clear section headers, tables with borders, and bullet points throughout.

The output should be ready to copy into a Word document or Google Doc for final review and distribution without requiring structural reformatting.

If your platform supports it, generate as a downloadable .docx file.

Generate the complete report now.

END OF PROMPT 1

Prompt 2 — Guided Interview Format

Copy everything below and send it as one message. The AI asks four questions one at a time — including whether you have a previous status report — before generating. Best for first-time use or complex projects.

COPY FROM HERE

You are going to help me generate a professional, executive-level project status report.

Before searching or writing anything, ask me the following questions ONE AT

A TIME. Wait for my full answer before moving to the next question.
Do not ask more than one question at a time.

Question 1:

What is the project name, the current phase, and the reporting period?
(Example: Acme ERP Implementation / Execution Phase / May 26 - June 1 2026)

Question 2:

Please paste your WBS extract and RAID log.

WBS extract: key tasks, milestones, and completed items this period.

RAID log: current risks and issues as bullets or a table.

Question 3:

Please paste your meeting notes or agenda from this reporting period.

Include any decisions made, action items, and key discussion points.

Question 4:

Do you have a previous status report to provide for context?

If yes, please paste it now – this helps maintain week-over-week continuity.

If not, just type 'No previous report' and I will proceed without it.

Once I have your answers to all four questions, I will generate a complete

executive-level status report using the following structure and guidelines.

REPORT STRUCTURE – generate all sections in this order:

1. Implementation Health Dashboard

Rate each of the following as GREEN, YELLOW, or RED with:

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- A one-sentence rationale grounded in the inputs provided

Dimensions: Scope / Schedule / Budget / Resources

Format this as a clear visual table.

2. Project Phase Summary

Where does the project stand overall this period?

Lead with momentum and wins before raising concerns.

3. Highlights This Period

Lead with wins, completions, and positive momentum items.

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Current workstreams, integrations, and in-flight items.

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Format as a table with columns: ID, Type, Description, Severity, Owner, Target.

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If your platform supports it, generate as a downloadable .docx file.

Start by asking me Question 1 now.

Prompt 3 — Synthesis (Best of All Three)

Run Prompts 1 or 2 in Claude, ChatGPT, and NotebookLM separately using the same source data. Then open a new Claude conversation, paste this prompt, and feed in all three outputs. Claude evaluates all three and produces one consolidated report that combines the best elements from each tool.

This approach produces a report that is better than any single tool output. Each AI contributes its strongest element — Claude for depth and structure, ChatGPT for narrative voice and sophisticated risk interpretation, NotebookLM for source grounding and trend indicators.

COPY FROM HERE

I have three AI-generated executive status reports for the same project, produced by Claude, ChatGPT, and NotebookLM using identical source data and the same prompt.

Your job is to act as a senior project management advisor and evaluate all three reports objectively. Identify the strongest elements from each output – the best narrative writing, the most sophisticated risk interpretation, the clearest structure, and any unique insights that only one tool captured.

Then produce a single consolidated executive status report that combines the best elements of all three into one definitive output.

The consolidated report must include:

- Implementation Health Dashboard with RAG status, trend indicators (→ / ↑ / ↓), and rationale for each dimension
- Executive Snapshot – 2-3 sentence summary for senior leadership
- Project Phase Summary
- Highlights This Period
- Active Work and Integrations table
- Items in Progress table
- RAID Summary table with severity ratings
- Action Items table with owners and due dates
- Lookahead for the coming week

After generating the consolidated report, include a brief section titled

'What Each Tool Contributed' – one sentence per tool explaining which specific element or insight came from that output.

OUTPUT FORMAT:

Generate the report as a fully formatted document ready for executive review.

Use clear section headers, tables with borders, and bullet points throughout.

The output should be ready to copy into a Word document or Google Doc for final review and distribution without requiring structural reformatting.

If your platform supports it, generate as a downloadable .docx file.

tone AND style – apply without exception:

- Audience: project sponsors, directors, and operational leads
- Professional, calm, and collaborative throughout
- No alarm language – avoid: at risk, overdue, blocking, urgent, escalate
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Here are the three reports:

REPORT 1 – CLAUDE:

[Paste or attach Claude output]

REPORT 2 – CHATGPT:

[Paste or attach ChatGPT output]

REPORT 3 – NOTEBOOKLM:

[Paste or attach NotebookLM output]

END OF PROMPT 3

Customizing for Your Organization

Add any of the following lines to the TONE AND STYLE section of any prompt to tailor the output for your specific PMO or client:

- "Include a section titled Key Decisions Required from Stakeholders at the end of the report."
- "Add a Dependencies section listing items blocked by external teams or third parties."
- "Include a Change Requests section if any scope changes were raised this period."
- "Adjust tone for an internal team audience — more detail, less formal."
- "Add a Freshdesk or Jira ticket summary table at the end if ticket data is provided."

Opening the Output in Word or Google Docs

All three prompts now include an output format instruction that asks the AI to generate a report ready for Word or Google Docs. Here is how to use the output in each tool:

- Claude — if a .docx download is offered, save directly. Otherwise copy the full output, open a new Google Doc or Word document, and paste using Paste Special — Keep Formatting.
- ChatGPT — copy the full output and paste into Google Docs or Word. Tables and formatting transfer cleanly in most cases.
- NotebookLM — copy the output and paste into Google Docs. NotebookLM integrates natively with Google Workspace so pasting into Docs is the fastest path.
- After pasting — do a light review pass before distributing. Verify RAG status accuracy, check that all action items have correct owners and dates, and confirm tone matches your executive audience.

Pro Tips

- Always proofread before sending — executives hold you accountable for every line, AI-generated or not.
 - If output contains filler, add to the prompt: Keep sentences short and direct. Avoid generic statements.
 - Build a weekly rhythm: previous report + new inputs + AI + review + send. The previous report field is the single biggest quality improvement you can make to the workflow.
 - After the report generates you can refine inline — type corrections directly in chat. For example: Change Schedule to GREEN or Move the vendor item to the Lookahead section. The AI updates immediately without regenerating the full report.
 - For the Synthesis prompt — run all three tools on the same day using the same source data for the most accurate comparison and consolidation.
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