



Planning cross-functional projects

Projects get messy when updates live in different places. Learn how to bring the right context together, make ownership and next steps clear, and keep your plan useful as things change.

OPENAI ACADEMY

➤ [Open the Skill Lab resource](#)

ACCESS REQUIRED

ChatGPT or ChatGPT Work; approved plugins or project source files

EXPECTED OUTCOME

A project plan your team can understand, review, and update.

WHAT WE COVERED

Core concepts

- Start with the outcome and trusted sources; separate confirmed facts from open questions.
- Give each task a clear owner, and show what must happen before the next team can start.
- Keep the plan easy to review; people confirm commitments, changed dates, and outgoing updates.

Example use cases and prompts

- | | |
|------------------------------------|-----------------------------------|
| ➤ Product launch | ➤ Campaign launch |
| ➤ Team rollout | ➤ Event planning |
| ➤ Feature release | ➤ Process change |
| ➤ System migration | ➤ Change monitor |

TRY IT OUT

Start with a project your team needs to deliver

Download the sample meeting notes and Slack conversation below, or start with your own launch, rollout, or process change. Gather approved files, name the outcome and decision owner, then explore what happens when a deadline or priority shifts.

STEP 01 Start with what you know

Start with the project brief, kickoff notes, tracker, and approved team updates. Ask ChatGPT what is confirmed, where sources disagree, and what still needs an answer. This gives everyone a shared starting point and shows which source to trust. Keep tentative dates and missing owners marked Needs Confirmation rather than guessing. Try the first-pass planning prompt →

[FILES](#) | ➤ [Meeting notes](#) · ➤ [Slack conversation](#)

STEP 02 Make the moving pieces visible

Turn your sources into workstreams, milestones, risks, and decision points. Give each task one accountable owner, then ask what needs to happen first and what could delay the rest. This makes hidden dependencies easier to see before they slow the whole project down. Flag owners, dates, and approvals that still need confirmation. Map the cross-functional plan →

[FILES](#) | ➤ [Program brief](#) · ➤ [Weekly update](#)

STEP 03 Build a plan people can use

Bring everything into one editable plan with owners, milestones, dependencies, risks, decisions, and a change log. With ChatGPT Work and approved Google Drive access, ask for a shared spreadsheet your team can review. Give tasks stable IDs, clear statuses, and source references so teammates can trace each update and check it before sharing. Use the exact workbook prompt →

[FILES](#) | ➤ [Project tracker](#) · ➤ [Status dashboard](#)

STEP 04 Practice when plans change

Change one real condition, such as a delayed approval or launch blocker. Ask which owners, milestones, and dependencies are affected, then update only what the evidence supports. Preserve completed work, log what changed and why, and draft—but do not send—a stakeholder update for human review before the team takes action. Pressure-test the launch plan →

[FILES](#) | ➤ [Slack conversation](#) · ➤ [Meeting notes](#)

GO FURTHER

Follow-along files

- [Meeting notes](#)
- [Sample Slack conversation](#)
- [Complete prompt pack](#)

Optional project files

- [Integrated program brief](#)
- [Weekly program update](#)
- [Project tracker](#)
- [Status dashboard](#)
- [Steering committee packet](#)

Additional resources

- ◇ [Get started with ChatGPT Work](#)
- ◇ [Plugins in ChatGPT](#)
- ◇ [Scheduled tasks](#)
- ◇ [Skills and plugins](#)
- ◇ [OpenAI Academy courses](#)