AEC PM Connect Kansas City 2026

AI Agents in Practice: What Every AEC PM Can Start Doing Immediately

Worksheet

Name: **Organization/Role:**

1 Step 1: Answer the Four Questions

You don't need company-wide approval to start. Look for recurring tasks where you're the bottleneck because of time, not expertise.

1. Where do I spend time on tasks that need my format but not my judgment?

Status reports, follow-up emails, RFI summaries, change order narratives.

2. What do I rebuild from a template or a prior version every time?

Meeting agendas, scope memos, kickoff agendas, SOWs.

3. What am I synthesizing from multiple sources?

Budget data, schedules, field logs, meeting notes.

4. Where am I the bottleneck because of time, not expertise?

The task that sits in your queue because you haven't had an uninterrupted hour for it.

2 Step 2: Map Your First Workflow

Pick one answer from above and lay it out the way the demo did.

Task/workflow:

1 Prompt	2 Template	3 Inputs	4 Output
What you want done	**Your firm's standard form**	**The context you already have**	**First-pass DRAFT**

Firm doesn't allow it yet? Practice on something personal first, like your weekly calendar, meal planning or a family trip. You'll build the same skill, and you'll be ready when your firm's tools catch up.

This week, I'll try this with:

By: ____ / ____ / ____