

Candidate AI-Use Policy

Where AI belongs in your PCP-AI journey — encouraged in preparation, prohibited in the examination, governed in practice



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PROJECT CONTROLS INSTITUTE GLOBAL
AI proposes. The professional disposes.

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Who this is for. Every candidate preparing for the Certified Project Controls Professional (PCP-AI) examination of Project Controls Institute Global ("the Institute"), and every certificant carrying the credential into professional practice.

The short version. The Institute's position on AI is the same everywhere: *AI proposes, the professional disposes*. What changes is the setting. In **preparation**, AI is a legitimate and often excellent study aid. In the **examination**, any AI assistance is prohibited. In **professional practice**, AI is used under governance — verified, explainable and owned by you.

— 1. AI in preparation — encouraged, with honest-learning cautions

The Institute certifies the governed use of AI as part of the discipline itself. It would be strange to tell candidates not to use it while learning. Used well, AI is a genuinely effective study companion:

- **Drafting study notes.** Ask an AI assistant to summarise a Knowledge Area you have just read, then correct its summary from memory — the correcting is where the learning happens.
- **Practice explanation.** Explain a concept (the flexed budget, the EAC family, the five-step model) to the AI in your own words and have it probe for gaps. Teaching is a severe and useful test of understanding.
- **Self-quizzing.** Have the AI generate practice questions in the style of the published sample items, attempt them unaided, and only then review its rationales.
- **Unsticking yourself.** When a worked example will not come out, ask the AI to walk the same method step by step and compare it with the Body of Knowledge's five-step format.

Three cautions keep this honest:

- **Verify against the Body of Knowledge.** AI tools produce fluent, confident text that can be subtly wrong — a formula misremembered, a term misused, a standard misstated. The published Body of Knowledge, First Edition, is the authority for the examination; where an AI's explanation and the BoK differ, the BoK is right for your purposes. Treat AI output as a draft to be checked, exactly as the credential itself will expect of you.

- **Mind the deskilling risk.** The examination will test whether *you* can carry out the discipline's calculations and judgements. If the AI performs every earned-value calculation, every variance bridge and every network pass for you, you will have watched the skill rather than built it. Do the calculations yourself, by hand or in a plain spreadsheet, until the method is yours; use AI to check and explain, not to substitute.
- **The golden rule: if AI did the thinking, you haven't learned it.** A summary you did not wrestle with, an answer you did not attempt, a rationale you read before trying – these feel like progress and are not. Arrange your study so that the effortful step is always yours.

— 2. AI in the examination — prohibited

The examination will assess your own knowledge, skill and judgement. Accordingly:

- No AI assistance of any kind will be permitted during an examination sitting. This covers AI assistants, chatbots, AI-enabled search, AI features embedded in other software or devices, and any tool that generates, retrieves or transforms answer content on your behalf.
- The prohibition applies however the assistance is obtained – on the examination device, on a second device, through another person, or by any other route.
- Using or attempting to use AI assistance during a sitting, or helping another candidate to do so, will be examination misconduct under the Institute's examination rules and the Code of Professional Conduct, and will be handled under the Institute's investigation and disciplinary procedures, with fair process and a right of appeal.
- The examination rules published for each sitting will set out the full list of permitted and prohibited materials and the invigilation arrangements that will apply. It is each candidate's responsibility to know and follow the rules of their sitting.

The Institute does not claim that any invigilation technology catches everything. The rule does not rest on detection; it rests on the meaning of the credential. A PCP-AI obtained with AI's help in the sitting would certify the tool, not the professional – and every honest candidate would be devalued by it.

— 3. AI in professional practice — governed

From the day you are certified, the question is no longer *whether* you may use AI but *how*. The Institute's AI standard expects the governed pattern in all professional work:

- **AI proposes, the professional disposes.** An AI tool may draft the forecast, flag the anomaly or write the variance narrative. It cannot be accountable for the result. You can — and you are.
- **Verification.** Before relying on an AI-assisted output, test it against independent evidence — a conventional method, a benchmark, a prior period, your own reasoning. Match the depth of the check to the cost of being wrong: a drafting suggestion needs a light touch; a completion forecast feeding a funding decision demands heavy scrutiny.
- **Explainability.** Be able to say in plain language what data the output rests on and why the result moved — not merely that the model said so.
- **Accountability and sign-off.** Whatever carries your name is yours. Where AI's contribution is material to a conclusion, be transparent about it, so a reviewer can see what was machine-proposed and what was human-judged. A short record — the tool, the inputs, the check performed, the named owner — is what makes AI-assisted work defensible months later.

This is not an anti-AI posture. It is the discipline's normal standard of care, extended to a powerful new class of tools — and it is precisely the competency the PCP-AI examination will assess, systematically in Domain 13 and embedded throughout the other domains.

— 4. Data privacy — one caution that applies everywhere

Whether studying or practising, do not paste employer-confidential or client-confidential material — cost data, commercial positions, contracts, personal data — into public AI tools or any system outside the data owner's control and policies.

- In **preparation**, work from the published study materials and neutral or invented figures. Your study habits should never put your employer's information at risk.
- In **practice**, use AI tools only within your organisation's data policies, and prepare or anonymise data before it goes anywhere it should not.

Confidentiality obligations (Code of Professional Conduct, Principle 3) apply in full to what you feed a model.

A useful test before pasting anything: would you be comfortable if the data owner watched you do it?

— 5. How this policy fits together

Setting	Position	Governing documents
Preparation	Encouraged, with honest-learning cautions	This policy · the Body of Knowledge
Examination	Prohibited — misconduct if breached	Examination rules · Code of Professional Conduct
Professional practice	Governed — verified, explainable, owned	The AI standard · Code of Professional Conduct

One principle runs through all three settings, and through the credential itself: **AI proposes, the professional disposes.** Learn with AI, sit the examination as yourself, and practise with AI under governance — and the designation will mean what it is supposed to mean.

Founding-stage document · Reviewed under the governance of Project Controls Institute Global.