**Project Scope Document**

**Project Name:** IntelliAssist - AI-Powered Virtual Assistant  
**Project Manager:** Bohdan Savula  
**Project Team:** Bohdan Savula  
**Start Date:** February 18, 2025  
**End Date:** March 2, 2025

## **1. Project Objectives** The IntelliAssist project aims to develop an AI-powered virtual assistant that helps users with note-taking, task management, and answering queries. The assistant will be accessible via a web interface and will be designed for efficiency and ease of use.

## **2. Deliverables**

* Functional AI-powered virtual assistant prototype
* Web interface showcasing AI capabilities
* Project documentation including Charter, Scope, and WBS
* Final project report and presentation

## **3. Milestones and Timeline**

1. **Project Initiation** (Feb 18 - Feb 20)
2. **Project Planning** (Feb 20 - Feb 22)
3. **Work Breakdown Structure Development** (Feb 23 - Feb 25)
4. **Risk Assessment & Quality Control** (Feb 26 - Feb 28)
5. **Finalizing Schedule & Submission** (March 1 - March 2)

## **4. Assumptions and Constraints**

* The project will be completed within two weeks.
* AI development will be limited to a conceptual prototype.

## **5. Risks and Mitigation Strategies**

* **Scope creep due to additional feature requests:** This will be managed by enforcing a strict timeline and maintaining a clearly defined scope.
* **Time constraints affecting deliverable quality:** Essential features will be prioritized, and tasks will be allocated efficiently.
* **Technical issues with AI implementation:** Thorough research and prototype testing will be conducted to mitigate any unexpected challenges.

## **6. Roles and Responsibilities**

* **AI Prototype Development:** Bohdan Savula
* **Website Design:** Bohdan Savula
* **Documentation & Reports:** Bohdan Savula
* **Project Oversight:** Bohdan Savula
* **Final Presentation:** Bohdan Savula