**Release Scope Plan**

# **1. Release Overview**

| Item | Description |
| --- | --- |
| Release Version | 1.0 |
| Release Target Date | Q2 2025 |
| Release Goal | | To launch a robust, user-friendly project management software with essential features that allow teams to track tasks, collaborate effectively, and manage projects efficiently. | | --- | |
| Key Stakeholders/Teams | - Product Management Team  - Development Team  - QA & Testing Team  - UI/UX Design Team  - Marketing & Sales Team  - Customer Support Team |

# **2. Scope Inclusions**

| **Feature/Item** | **Description** | **Priority** | **Owner** |
| --- | --- | --- | --- |
| Task Management | Users can create, assign, and track tasks with due dates, statuses, and priority levels. | | Must Have | | --- |  |  | | --- | | Development Team |
| Project Dashboard | Centralized view that gives an overview of project progress, milestones, deadlines, and tasks. | Must Have | Development Team |
| Document Management | Allows teams to upload, share, and manage project-related documents. | Must Have | Development Team |

# **3. Scope Exclusions**

| Feature/Item | Description | Reason for Exclusion |
| --- | --- | --- |
| AI-powered Task Prioritization | AI algorithm to automatically prioritize tasks based on dependencies and deadlines. | Requires advanced AI models and more resources than the current scope allows. |
| Multi-language Support | Localization for different regions and languages. | Not needed initially. Will be considered in future releases for global expansion. |
|  |  |  |

# **4. Non-functional Requirements**

| **Consideration** | **Description** |
| --- | --- |
| Security | The software must ensure secure authentication, role-based access control, and GDPR compliance for user data protection |
| Performance | The system should handle at least 100 simultaneous users without performance degradation. Speed and responsiveness should be prioritized. |
| Usability | The user interface should be intuitive and easy to navigate, with minimal training required for end users |
| Scalability | The product should be scalable to accommodate increasing numbers of users and projects without compromising system performance |
| Availability | The system should ensure at least 99.9% uptime with proper monitoring and alerting for system failures. |

# **5. Dependencies and Contingencies**

| Dependency/Contingency | Description | Mitigation Plan |
| --- | --- | --- |
| | Third-party integrations | | --- | | Integration with external tools (e.g., Google Calendar, Slack, etc.) to be completed before final release. | Ensure that APIs are tested early and work seamlessly; create fallback plans if integrations are delayed |
| Mobile App Development | Basic version of the mobile app to be developed alongside web platform features | Prioritize essential features for the mobile app (task viewing, notifications). Release with limited functionality if necessary. |
| User Documentation | Comprehensive user guides and tutorials for the features released in the MVP. | Prepare documentation in parallel with development; release drafts for review and feedback from early testers |

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