Project Management Plan

> **Source File:** generated-documents\project-charter\project-management-plan.md
> **Generated:** 15/07/2025 at 11:38:01
> **Generated by:** Requirements Gathering Agent - PDF Converter

Project Management Plan

Generated by adpa-enterprise-framework-automation v3.2.0
Category: project-charter
Generated: 2025-07-14T21:08:56.957Z
Description: PMBOK Project Management Plan

Project Management Plan

For: ADPA - Advanced Document Processing & Automation Framework
Version: 1.0
Date: 14 July 2025
Prepared By: Project Management Team
Approved By: Project Sponsor

---

1. Executive Summary

1.1 Project Purpose

The ADPA (Advanced Document Processing & Automation Framework) project will deliver a modular, standards-compliant enterprise automation platform for AI-powered document generation, project management, and business analysis. ADPA aims to streamline the creation of professional, standards-based documentation (BABOK v3, PMBOK 7th Edition, DMBOK 2.0), integrate with enterprise systems (Confluence, SharePoint, Adobe), and provide robust security and compliance features for Fortune 500 deployments.

1.2 Objectives

- Deliver a high-quality, scalable enterprise automation framework.
- Support multi-provider AI-powered generation (OpenAI, Google AI, GitHub Copilot, Ollama, Azure).
- Achieve full compliance with BABOK v3, PMBOK 7th Edition, and initial DMBOK 2.0.
- Integrate with major enterprise platforms (Confluence, SharePoint, Adobe, SSO, VCS).
- Achieve stakeholder satisfaction and operational sustainability.

1.3 Success Factors

- Clear and proactive stakeholder engagement.
- Rigorous risk, quality, and change management.
- Timely, high-quality, standards-compliant deliverables.
- Effective project governance and reporting.

---

2. Project Scope Management

2.1 Scope Statement

ADPA will deliver:

- Requirements analysis and standards mapping.
- Solution architecture and detailed design.

- Core framework development (Node.js/TypeScript).
- Multi-provider AI integration and context management.
- API-first, production-grade REST API (TypeSpec/OpenAPI).
- CLI and admin web interface.
- Confluence/SharePoint/Adobe integrations.
- Testing, UAT, documentation, deployment, training, and support.

2.2 Out of Scope

- Full DMBOK 2.0 implementation (in progress, Phase 2+).
- Mobile app and real-time collaboration (future phases).
- Non-enterprise integration (e.g., unsupported legacy systems).

2.3 Scope Management Process

- **Planning:** Develop WBS, scope baseline, and change control process.
- **Verification:** Formal deliverable acceptance by sponsor and stakeholders.
- **Control:** All scope changes via change control board (CCB) approval.

2.4 Work Breakdown Structure (WBS)

```
 1.0 Project Initiation
1.1 Project Charter & Business Case
1.2 Stakeholder Identification

2.0 Requirements Analysis
2.1 Standards Analysis (BABOK, PMBOK, DMBOK)
2.2 Requirements Gathering & Approval

3.0 Solution Design
3.1 Architecture & Design Specifications
3.2 Security & Compliance Planning

4.0 Development/Implementation
4.1 Core Framework (Node.js/TypeScript)
```

```
4.2 AI Provider Integrations
4.3 API Development (TypeSpec/OpenAPI)
4.4 CLI & Web Admin Interface
4.5 Confluence/SharePoint/Adobe Integrations

5.0 Testing & QA
5.1 Unit, Integration, System Testing
5.2 UAT with Key Stakeholders

6.0 Deployment
6.1 Production Readiness
6.2 Release Management

7.0 Training & Knowledge Transfer
7.1 User Documentation
7.2 Admin Training Sessions

8.0 Project Closure
8.1 Acceptance, Transition to Operations
8.2 Lessons Learned and Final Reporting
```

---

3. Time Management

3.1 Schedule Management Approach

- **Hybrid Agile/Waterfall:** Iterative development with stage gates.
- **Tools:** Jira for backlog/sprints, MS Project for master schedule.
- **Updates:** Weekly status and sprint reviews, monthly executive summaries.

3.2 Milestones

Milestone	Target Date	Description
Project Kickoff	Week 1	Team mobilization, initial planning
Requirements Approval	Week 4	Stakeholder sign-off on requirements
Design Complete	Week 8	Architecture and design documentation approved
Core Development Complete	Week 16	API, CLI, web admin, and integrations ready
Testing/UAT Complete	Week 18	User acceptance and issue resolution
Go-Live	Week 20	Production deployment
Project Closure	Week 22	Final acceptance, transition, closure

3.3 Schedule Control

- Weekly progress review and re-forecasting.
- Critical path and dependency tracking.
- Change requests for schedule variances.

---

4. Cost Management

4.1 Budget Overview

Category	% Budget	Description
Personnel	60%	FTE, contractors, onboarding
Technology	25%	Software, hosting, AI API credits, licenses
Training	10%	User/admin training, support
Contingency	5%	Risk buffer, unforeseen costs

4.2 Cost Control

- Monthly financial tracking and variance analysis.
- Change control for budget adjustments.
- Earned value and milestone-based payments.

---

5. Quality Management

5.1 Quality Objectives

- All deliverables meet PMBOK, BABOK, and DMBOK standards.
- Zero critical defects in production.
- > *95% user acceptance in UAT.*
- Compliance with security and regulatory standards.

5.2 Quality Assurance & Control

- **Planning:** Define acceptance criteria, test strategy.

- **Assurance:** Process audits, code reviews, static analysis.
- **Control:** Automated/unit/integration testing, UAT, documentation reviews.
- **Continuous Improvement:** Retrospectives, lessons learned.

---

6. Human Resource Management

6.1 Organization Structure

```
Project Sponsor
└─ Project Manager
   ├─ Technical Lead
   │   ├─ Developers
   │   └─ QA/Testers
   ├─ Business Analyst(s)
   ├─ DevOps/Release Engineer
   └─ Training & Support
```

6.2 Roles & Responsibilities

- **Sponsor:** Direction, funding, escalation.
- **PM:** Planning, execution, reporting, risk management.
- **Tech Lead:** Architecture, code quality, technical risk.
- **Developers:** Coding, documentation, code review.
- **QA:** Testing, defect tracking, process compliance.
- **BA:** Requirements, standards mapping, UAT facilitation.
- **DevOps:** CI/CD, deployments, environment management.
- **Support:** Training, documentation, user support.

6.3 Resource Management

- Skills inventory, training plans, team onboarding.
- Performance and workload management, recognition plan.

---

7. Communications Management

7.1 Communication Matrix

Stakeholder	Information Needed	Frequency	Method
Sponsor	Status, risks, issues	Weekly	Email/meetings
Steering Committee	Progress, budget	Monthly	Dashboard, report
Project Team	Tasks, dependencies	Daily	Standup, Teams
End Users	Progress, changes	Bi-weekly	Newsletters, demos

7.2 Channels and Tools

- **Collaboration:** Teams/Slack, project portal (e.g., SharePoint)
- **Reporting:** Email, Jira dashboards, executive presentations
- **Meetings:** Daily standup, weekly status, monthly steering

---

8. Risk Management

8.1 Risk Strategy

- **Tolerances:** Moderate, with strong mitigation focus.
- **Categories:** Technical, schedule, resource, vendor/integration, compliance.
- **Assessment:** Probability/impact matrix (1-5).

- **Response:** Avoid, mitigate, transfer, accept.

8.2 Key Risks

Risk	Prob.	Impact	Mitigation
Resource unavailability	Med	High	Cross-training, backup
Technical complexity	High	Med	POCs, expert input
Scope creep	Med	Med	Strong change control, engagement
Integration issues	Med	High	Early integration, vendor support
Compliance gaps	Low	High	Early audits, standards mapping

8.3 Monitoring & Control

- Weekly risk register review.
- Monthly risk assessment update.
- Escalation protocol for high-impact issues.

---

9. Procurement Management

9.1 Strategy

- Make vs. buy for core vs. integration components.
- Competitive selection for major purchases.
- Clear SOW and SLA in all contracts.

- Regular vendor performance reviews.

9.2 Major Procurements

- AI API credits/licenses (OpenAI, Google, Azure).
- Adobe, Confluence, SharePoint subscriptions.
- Cloud infrastructure (hosting, CI/CD).
- Training, consulting, and support contracts.

---

10. Stakeholder Management

10.1 Stakeholder Analysis

Stakeholder	Influence	Interest	Engagement
Sponsor	High	High	Frequent updates
End Users	Med	High	Training, feedback
IT/Operations	Med	Med	Early involvement
Executives	High	Med	Milestone reporting

10.2 Engagement Plan

- Stakeholder mapping and analysis.
- Communication and feedback loops.
- Satisfaction surveys at key milestones.
- Issue log and resolution tracking.

---

11. Integration Management

11.1 Unified Management

- Centralized PMO oversight.
- Integrated plans for scope, schedule, cost, quality, and risk.
- Change control board for all major changes.
- Knowledge management via project portal.

11.2 Integration Touchpoints

- Cross-functional meetings.
- Integrated QA/testing.
- Coordinated releases and deployment.
- Unified reporting.

---

12. Project Controls & Governance

12.1 Governance Structure

- **Steering Committee:** Strategic oversight and escalation.
- **PMO:** Methodology, standards, and support.
- **Change Control Board:** Approves all scope, schedule, and budget changes.
- **Quality Review Board:** Reviews/approves all major deliverables.

12.2 Control Processes

- Weekly status and KPI dashboards.
- Earned value and milestone tracking.
- Issue and risk logs with escalation.
- Formal change control workflow.

---

13. Lifecycle & Methodology

13.1 Phases

1. **Initiation:** Charter, sponsor approval, team formation.
2. **Planning:** Detailed plans, baselines, and risk registers.
3. **Execution:** Development, testing, integration.
4. **Monitoring & Control:** Status tracking, corrective actions.
5. **Closure:** Final acceptance, transition, lessons learned.

13.2 Development

- **Approach:** Agile sprints (2-week cycles) for development; waterfall gates for requirements/design/UAT/Go-live.
- **CI/CD:** Automated build, test, and deployment.
- **Reviews:** Sprint reviews, retrospectives, stakeholder demos.

---

14. Success Criteria & Acceptance

14.1 Success Criteria

- On-time (±5%) and on-budget (±5%) delivery.
- All acceptance criteria and compliance requirements met.
- > *90% stakeholder satisfaction.*
- Zero critical post-go-live defects.

14.2 Acceptance Process

- Formal deliverable review and acceptance criteria.
- UAT with sign-off protocol.
- Go-live acceptance and transition documentation.

---

15. Closure Plan

15.1 Activities

- Verify and accept all deliverables.
- Final performance reporting and lessons learned session.
- Release resources and recognize contributions.
- Archive project artifacts, transition to support/ops.

15.2 Post-Project Support

- Warranty/defect resolution period.
- Ongoing user support and admin training.
- Performance monitoring and operational optimization.

---

16. Appendices

- **A. Project Charter**: Reference master document
- **B. Stakeholder Register**: Maintained in project portal
- **C. Risk Register**: Updated weekly, available to team
- **D. Communication Plan**: Detailed channels and escalation paths
- **E. Quality Plan**: Standards, metrics, and QA procedures

Note: This Project Management Plan is a controlled document and will be updated according to project needs and approved change requests. All team members and stakeholders are expected to adhere to the processes and guidelines herein.

Prepared for executive and stakeholder review. For questions or clarifications, contact the Project Manager.
