Scope Management Plan

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Scope Management Plan

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Scope Management Plan

Project Name: ADPA – Advanced Document Processing & Automation Framework
Version: 1.0
Date: 14/07/2025
Prepared By: Project Management Team
Approved By: Project Sponsor

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1. Purpose and Objectives

Purpose
This Scope Management Plan describes how the scope of the ADPA project

will be defined, validated, and controlled in accordance with PMBOK guidelines. It ensures the project delivers a modular, standards-compliant enterprise automation framework for AI-powered document generation, project management, and business analysis, as per stakeholder expectations.

Objectives

- Establish systematic procedures for scope planning, definition, verification, and change control.
- Ensure all project deliverables align with business requirements and industry standards (BABOK v3, PMBOK 7th Edition, DMBOK 2.0).
- Prevent scope creep and manage scope changes in a controlled and transparent manner.
- Facilitate stakeholder visibility and alignment throughout the project lifecycle.

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2. Scope Planning

2.1 Scope Planning Activities

a. Requirements Collection

- Conduct stakeholder interviews, workshops, and surveys to gather and validate business, functional, and technical requirements.
- Analyze and prioritize requirements in line with organizational goals, compliance obligations, and technical feasibility.
- Establish requirements traceability from origin through implementation and testing.

b. Scope Definition

- Develop a comprehensive Project Scope Statement, including product scope description, deliverables, exclusions, constraints, and assumptions.
- Construct a detailed Work Breakdown Structure (WBS) and WBS Dictionary to decompose deliverables into manageable work

packages.
- Identify acceptance criteria for each deliverable.

c. Acceptance Criteria Definition

- Specify clear, measurable acceptance criteria for all deliverables, including quality standards, compliance benchmarks, and usability requirements.
- Define sign-off and validation procedures.

2.2 Scope Planning Inputs

- Project Charter and Business Case
- Stakeholder Requirements Documentation
- Organizational Process Assets (past lessons learned, templates)
- Enterprise Environmental Factors (compliance standards, technology stack)
- Expert Judgment (SMEs in AI, compliance, DevOps)

2.3 Scope Planning Outputs

- Approved Project Scope Statement
- Work Breakdown Structure (WBS) and WBS Dictionary
- Scope Baseline
- Requirements Documentation and Traceability Matrix

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3. Scope Definition

3.1 Project Scope Statement

In Scope:

- Development of a modular, Node.js/TypeScript-based automation framework, including:
    - Core AI document generation engine with multi-provider support (OpenAI, Google AI, GitHub Copilot, Ollama, Azure

OpenAI)
    - Standards-compliant template library for BABOK v3, PMBOK 7th Edition, and DMBOK 2.0
    - CLI and REST API interfaces
    - Integration modules for Confluence, SharePoint, and Adobe Document Services
    - Web-based admin interface (Next.js/React)
    - Role-based security and authentication (OAuth2, Active Directory)
    - Automated workflow orchestration and reporting
    - Comprehensive documentation and user training materials
    - Testing with full unit, integration, and performance coverage

Out of Scope:

- Custom development or modification of third-party systems
- Procurement of hardware or non-ADPA software licenses
- Post-warranty maintenance and support services
- Features and integrations not explicitly documented in approved requirements
- Future frameworks not listed in the current roadmap

Project Deliverables:

1. **Requirements & Analysis**
    - Complete requirements documentation (business, functional, non-functional)
    - Stakeholder analysis and engagement plan
    - Architecture and technical specifications
    - Security and compliance requirements
2. **Development**
    - Source code implementing all core modules (AI engine, API server, CLI, admin interface, integrations)
    - API documentation (OpenAPI/Swagger)
    - Predefined standards-compliant templates

3. **Testing**
    - Test plans, cases, and execution reports (unit, integration, performance)
    - Defect and resolution logs
    - User acceptance test (UAT) results
4. **Deployment**
    - Installation/configuration scripts
    - Deployment guides for on-premises and cloud (Docker, Kubernetes templates)
    - Release notes
5. **Training & Documentation**
    - User and admin guides
    - Training materials and knowledge transfer sessions
    - Support transition documentation

Constraints

- Project completion within [insert] months.
- Budget not to exceed $[insert amount].
- Team limited to [insert] FTEs with specific expertise.
- Must comply with security, privacy, and regulatory standards (GDPR, SOX, Basel III, etc.).
- Must integrate with existing enterprise infrastructure and tools (SharePoint, Confluence, Active Directory).

Assumptions

- Timely stakeholder participation and feedback.
- Access to necessary technical environments and APIs.
- No significant organizational disruptions during project execution.
- All required resources are available as scheduled.

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4. Work Breakdown Structure (WBS)

4.1 WBS Development

Guidelines:

- Decompose project deliverables using a top-down approach.
- Ensure each work package is clearly defined, assignable, and measurable.
- Maintain 100% rule—every deliverable and requirement is covered.

Sample WBS Structure:

Level 1	Level 2	Level 3	Level 4
ADPA Framework	Requirements & Analysis	Stakeholder Analysis	Workshops, Interviews
		Requirements Documentation	Use Cases, User Stories
	Design & Architecture	System Architecture	Diagrams, Specifications
	Development	API Server	REST API, CLI
		AI Engine	Provider Integrations
		Template Library	BABOK, PMBOK, DMBOK Templates
	Integration	Confluence/SharePoint Modules	API Wrappers, UI Extensions

Level 1	Level 2	Level 3	Level 4
	Testing & QA	Unit/Integration Testing	Test Suites, Coverage Reports
	Deployment	Deployment Scripts	Docker, Kubernetes Templates
	Training & Documentation	User/Admin Guides	Knowledge Transfer Sessions

WBS Dictionary:
Each WBS element will include:

- Identifier & Name
- Description
- Responsible Party
- Deliverables & Acceptance Criteria
- Dependencies
- Resource/Skill Requirements
- Estimated Effort/Duration

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5. Requirements Management

5.1 Requirements Collection and Analysis

- Identify all stakeholders (project sponsor, business users, IT, compliance, security).
- Elicit requirements via interviews, workshops, documentation review, and surveys.
- Apply prioritization techniques (e.g., MoSCoW) and resolve conflicts.
- Validate and obtain sign-off for requirements before baselining.

5.2 Requirements Traceability

- Maintain a Requirements Traceability Matrix (RTM) linking each requirement to WBS elements, test cases, and deliverables.
- Regularly update RTM to reflect changes and ensure all requirements are addressed through to acceptance.

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6. Scope Verification

6.1 Verification Activities

- **Deliverable Reviews:** Technical and business review of all outputs.
- **Quality Assurance:** Ensure outputs meet standards (BABOK, PMBOK, DMBOK, security, accessibility).
- **Stakeholder Review:** Obtain formal feedback and sign-off from business and technical stakeholders.
- **User Acceptance Testing:** Execute UAT based on predefined acceptance criteria.

6.2 Acceptance Criteria

Deliverables must:

- Fully implement approved requirements.
- Pass all test cases (functional, integration, performance, security).
- Meet documentation and usability standards.
- Be accepted and signed off by designated stakeholders.

6.3 Verification Schedule

- **At End of Each Phase:** Conduct phase-end reviews.
- **Per Deliverable:** Review upon completion.
- **At Key Milestones:** Conduct formal acceptance and sign-off.

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7. Scope Control

7.1 Change Control Process

- All change requests must be documented and submitted to the Change Control Board (CCB).
- Analyze each request for impact on scope, cost, schedule, quality, and risk.
- CCB reviews, approves, or rejects changes and updates the scope baseline as required.
- Communicate all approved changes to the project team and update project artifacts.

Change Request Documentation Includes:

- Unique identifier, date
- Description and rationale
- Impact analysis (scope, schedule, budget, risk)
- Recommendations and status

Change Categories:

- **Minor:** ≤5% impact—handled by Project Manager.
- **Major:** 5–15% impact—requires CCB approval.
- **Significant:** >15% impact—escalated to Steering Committee or Sponsor.

7.2 Change Control Board (CCB)

Members:

- Project Sponsor (Chair)
- Project Manager
- Business Analyst
- Technical Lead
- Key Stakeholder(s)

Role:
Review and approve/reject all scope change requests, ensure traceability, and maintain documentation.

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8. Scope Performance Measurement

8.1 Metrics

- **Scope Completion:** % of requirements and deliverables completed vs. baseline.
- **Change Control:** # of changes submitted/approved, processing times, and percent scope creep.
- **Quality:** Defect density, first-pass acceptance rate, rework rate.
- **Stakeholder Satisfaction:** Survey results and feedback.

8.2 Reporting

- Weekly progress/status reports on scope.
- Monthly scope performance reviews.
- Change log updates.
- Stakeholder communications regarding scope variances and approvals.

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9. Scope Governance

9.1 Roles & Responsibilities

Role	Responsibility
Project Sponsor	Final approval, scope authority, escalation point
Project Manager	Day-to-day scope control, reporting, minor clarifications
Business Analyst	Requirements elicitation, traceability, validation

Role	Responsibility
Technical Lead	Technical scope definition and validation
CCB	Approve/reject scope changes, maintain scope integrity

9.2 Escalation Procedure

1. **Project Manager:** Handles clarifications and minor changes within 2 days.
2. **CCB:** Reviews and decides on major changes within 1 week.
3. **Sponsor:** Resolves escalated or strategic scope changes within 2 weeks.
4. **Steering Committee:** For significant escalations.

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10. Risk Management for Scope

10.1 Scope-Related Risks

- **Requirements Risks:** Unclear, volatile, conflicting, or incomplete requirements.
- **Change Risks:** Scope creep, unauthorized changes, delayed approvals.
- **Acceptance Risks:** Vague acceptance criteria, stakeholder unavailability, quality shortfalls.

10.2 Mitigation Strategies

- Document and baseline all requirements.
- Enforce formal change control policies.
- Engage stakeholders continuously.
- Define clear, measurable acceptance criteria.
- Conduct regular scope reviews and lessons learned.

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11. Tools and Techniques

- **Requirements Management:** Requirements Traceability Matrix, [e.g., Jira, Azure DevOps].
- **WBS Development:** Microsoft Project, Visio, or equivalent.
- **Change Control:** Centralized Change Request Log (SharePoint/Confluence).
- **Document Management:** SharePoint, Confluence.
- **Communication:** Email, dashboards, periodic meetings.

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12. Success Criteria

- 100% of approved requirements delivered and accepted.
- All changes processed through formal CCB.
- <10% requirements volatility post-baseline.
- > *95% stakeholder satisfaction with scope delivery.*
- > *95% first-time acceptance of major deliverables.*

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13. Appendices

- **A. Requirements Traceability Matrix Template**
- **B. Change Request Form Template**
- **C. WBS Dictionary Template**
- **D. Acceptance Criteria Checklist**
- **E. Scope Verification Checklist**

This Scope Management Plan is a living document. It will be reviewed and updated as necessary throughout the project lifecycle to ensure effective

scope management, stakeholder alignment, and project success in the ADPA framework implementation.
