

Schedule Management Plan

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Generated: 15/07/2025 at 11:37:26

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ScheduleManagementPlan

Generated by adpa-enterprise-framework-automation v3.2.0

Category: planning

Generated: 2025-07-14T21:31:27.909Z

Description:

Schedule Management Plan

Project: ADPA - Advanced Document Processing & Automation Framework

Version: 3.2.0

Owner: [Requirements Gathering Agent / ADPA Team](#)

Date: July 2025

Document Status: Approved

1. Purpose

This Schedule Management Plan defines the approach, tools, responsibilities, and procedures used to develop, monitor, control, and communicate the project schedule for the ADPA Enterprise Framework. It ensures timely delivery of all project components, including AI-powered document automation, multi-framework integration, and enterprise-grade features. The plan aligns with PMBOK 7th Edition best practices and leverages the modular, standards-compliant architecture unique to ADPA.

2. Schedule Management Approach

2.1 Methodology

- **Hybrid Agile/Waterfall:** Iterative delivery for core automation components and integrations (Agile), milestone-driven for compliance and major architectural features (Waterfall).
- **Industry Standards:** Schedule management fully aligns with PMBOK 7th Edition, including phased milestones, baseline tracking, and ongoing performance measurement.

2.2 Tools and Systems

- **Project Management:** Jira Cloud (primary), Azure DevOps (optional for enterprise clients)
 - **Collaboration:** Confluence and SharePoint for schedule visibility and documentation
 - **Automation:** ADPA CLI/API for milestone reporting and documentation generation
 - **Version Control:** GitHub for source, milestone, and release tracking
 - **Continuous Integration:** GitHub Actions, Azure Pipelines
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3. Schedule Development

3.1 Work Breakdown Structure (WBS)

The WBS is maintained in the project's Confluence space and versioned in the `docs/` directory. Key elements:

- **Framework Core**
 - AI Processing Engine
 - Document Generator
 - REST API Server
 - CLI Interface
 - Admin Web Portal
- **Integrations**
 - Confluence
 - SharePoint
 - Adobe Document Services
- **Compliance & Security**
 - Authentication/Authorization
 - Regulatory Frameworks (GDPR, SOX, PCI DSS, etc.)
- **Standards Support**
 - BABOK v3 (complete)
 - PMBOK 7th Edition (complete)
 - DMBOK 2.0 (in progress)

3.2 Activity Definition & Sequencing

- **Tasks** are defined in Jira and mapped to WBS elements.
- **Dependencies** (FS, SS, FF, SF) are tracked in Jira, with summary Gantt charts maintained in Confluence.
- **Critical Path** is identified for each major release (e.g., DMBOK 2.0 support and advanced analytics).

3.3 Duration Estimation

- **Expert Judgment:** Draws on historicals from ADPA v2.x and similar enterprise automation projects.
 - **Parametric Estimation:** Used for repeatable activities (e.g., API integration, standards mapping).
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4. Schedule Baseline and Control

4.1 Baseline Definition

- **Initial Baseline:** Defined at project kickoff and documented in Confluence.
- **Change Control:** All changes to the baseline require approval by the Project Manager and are logged in Jira and Confluence.

4.2 Monitoring and Controlling

- **Progress Tracking:** Weekly status updates via Jira and auto-generated reports from the ADPA analytics module.
- **Variance Analysis:** Actual vs. planned tracked for each milestone.
- **Forecasting:** Rolling-wave forecasting enabled by CI/CD metrics and AI analytics.

4.3 Schedule Compression Techniques

- **Fast-Tracking:** Parallel development of CLI/API features and integration modules where feasible.
 - **Crashing:** Additional resources allocated to critical path items when needed.
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5. Key Milestones

Milestone	Target Date	Owner	Status	Notes
BABOK v3 Full Implementation	Q1 2025	BA Lead	Complete	Production-ready; templates finalized
PMBOK 7th Edition Compliance	Q1 2025	PM Lead	Complete	Integrated in core engine
Multi-Provider AI Integration	Q1 2025	AI Lead	Complete	OpenAI, Google, Copilot, Ollama
Confluence & SharePoint Integration	Q1 2025	Integration	Complete	Enterprise publishing
DMBOK 2.0 Support	Q2 2025	Data Lead	In Progress	Data governance, architecture modules
Docker Containerization	Q2 2025	DevOps	Planned	Production-ready images
Kubernetes Deployment Templates	Q2 2025	DevOps	Planned	For enterprise scaling

Milestone	Target Date	Owner	Status	Notes
Advanced Analytics Dashboard	Q2 2025	Reporting	Planned	Usage and compliance insights
Enterprise SSO & Workflow Automation	Q3 2025	Security	Planned	SAML, OAuth2, workflow engine
Real-Time Collaboration Features	Q3 2025	Platform	Planned	Multi-user, concurrent editing
Mobile Application Support	Q3 2025	Platform	Planned	iOS/Android admin tooling

6. Roles & Responsibilities

- **Project Manager:** Owns the schedule, monitors progress, manages baseline changes.
 - **Technical Leads:** Estimate durations, sequence tasks, report status.
 - **Product Owner:** Prioritizes features and confirms milestone acceptance.
 - **QA Lead:** Ensures schedule aligns with testing windows.
 - **DevOps:** Manages CI/CD pipeline schedules and release windows.
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7. Schedule Reporting

- **Frequency:** Weekly progress reporting, monthly executive summaries.
 - **Tools:** Jira dashboards, auto-generated Confluence reports, ADPA analytics exports.
 - **KPIs:** % Complete, Milestone Achievement, Critical Path Status, Variance (SV, SPI), Blockers.
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8. Schedule Change Management

- **Change Request Process:** All schedule changes initiated via Jira, reviewed by PM, impacted parties notified via Confluence.
 - **Impact Assessment:** All changes assessed for downstream impact on integrations, compliance, and enterprise deliverables.
 - **Documentation:** All approved changes logged in the project’s change log and communicated in the next reporting cycle.
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9. Schedule Risks & Mitigation

Risk	Impact	Probability	Mitigation Strategy
AI Provider API changes	High	Medium	Modular abstraction; provider fallback mechanisms
Enterprise integration dependencies	Medium	Medium	Early engagement with client IT/InfoSec teams
Regulatory compliance update delays	Medium	Low	Continuous monitoring and

Risk	Impact	Probability	Mitigation Strategy
			standards mapping
Resource availability (DevOps, QA)	High	Medium	Cross-training; maintain contractor pool
Scope creep from enterprise clients	High	Medium	Strict change control; clear definition of done

10. Schedule Maintenance & Continuous Improvement

- **Review Cadence:** Monthly schedule reviews with stakeholders; quarterly retrospectives.
 - **Lessons Learned:** Incorporated into future estimation and planning cycles.
 - **Tooling Improvements:** Continuous updates to ADPA's own schedule/reporting automation features.
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11. Unique Project Considerations

- **Multi-Framework Standards Compliance:** Synchronizing BABOK, PMBOK, and DMBOK deliverables requires careful milestone orchestration.
- **AI-Powered Estimation:** Leverages ADPA's analytics to refine scheduling and forecasting.
- **Enterprise Integration Complexity:** SharePoint, Confluence, Adobe, and SSO dependencies must be reflected in schedule

buffers.

- **Open Source Community Contributions:** Release planning accounts for external input and PR review cycles.
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12. References

- [PMBOK 7th Edition](#)
 - [BABOK v3](#)
 - [DMBOK 2.0](#)
 - [Project Documentation & Roadmap](#)
 - [Contributing Guide](#)
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This Schedule Management Plan is a living document and will be updated as project conditions evolve or upon completion of major milestones.
