## Define Scope Process for Requirements Gathering Agent (PMBOK 7th Edition)

This Define Scope process follows the PMBOK 7th Edition guidelines, tailored to the Requirements Gathering Agent project. The process is iterative, allowing for feedback and refinement throughout.

**1. Plan Scope Management:**

* **Objective:** Establish how the project scope will be defined, validated, and controlled.
* **Inputs:** Project Charter (already exists), organizational process assets (templates, best practices for scope management), enterprise environmental factors (industry standards, regulatory compliance requirements for documentation), stakeholder register (implied from README).
* **Outputs:** Scope management plan (detailed in 01\_SCOPE\_MANAGEMENT\_PLAN.MD), requirements management plan (02\_REQUIREMENTS\_MANAGEMENT\_PLAN.MD), requirements traceability matrix (to be created).
* **Activities:**
  + Review the project charter to understand the high-level scope and objectives.
  + Define the scope management approach (iterative, incremental, etc.). The README suggests an iterative approach with milestone releases.
  + Define roles and responsibilities for scope management. The primary role is the project manager (you).
  + Develop a detailed scope management plan outlining the process, tools, and techniques to be used. This will include methods for collecting, analyzing, and documenting requirements, as well as processes for scope verification and change control.
  + Determine the process for managing and documenting changes to the scope. This will be crucial, given the iterative nature of development and the potential for new features or improvements based on user feedback.
  + Identify and document potential risks associated with scope management (e.g., scope creep, unclear requirements, changes in stakeholder expectations).
  + Establish a communication plan for scope management, ensuring regular updates to stakeholders.

**2. Collect Requirements:**

* **Objective:** Gather all requirements needed to complete the project successfully.
* **Inputs:** Scope management plan, project charter, stakeholder register, organizational process assets (templates, questionnaires, interview guides), enterprise environmental factors.
* **Outputs:** Requirements documentation (partially present in README, 01\_PROJECT\_CONTEXT\_FROM\_README.MD, 02\_REQUIREMENTS\_MANAGEMENT\_PLAN.MD and other markdown files identified by the agent), requirements traceability matrix.
* **Activities:**
  + Utilize the Requirements Gathering Agent’s built-in capabilities to analyze existing documentation (README, ARCHITECTURE.MD, CHANGELOG.MD, etc.) and other project files.
  + Conduct stakeholder interviews and workshops (as needed) to gather missing or clarify existing requirements.
  + Utilize various requirements elicitation techniques (interviews, surveys, prototyping, etc.) to capture all stakeholder needs.
  + Prioritize requirements based on business value, risk, and dependencies.
  + Document requirements clearly and unambiguously using a consistent format and terminology (e.g., user stories, use cases).
  + Create a requirements traceability matrix to link requirements to deliverables and test cases.

**3. Define Scope:**

* **Objective:** Develop a detailed description of the project and product scope.
* **Inputs:** Requirements documentation, scope management plan, project charter, organizational process assets (templates, scope statements).
* **Outputs:** Project scope statement (03\_PROJECT\_SCOPE\_STATEMENT.MD), WBS (partially implied in README), WBS dictionary (to be created).
* **Activities:**
  + Develop a project scope statement that clearly defines the project’s objectives, deliverables, and boundaries. This statement should be concise, unambiguous, and easily understood by all stakeholders.
  + Create a Work Breakdown Structure (WBS) to decompose the project into smaller, manageable work packages. The README provides a high-level structure; this needs to be detailed.
  + Develop a WBS dictionary that provides detailed descriptions of each work package in the WBS.
  + Review the project scope statement and WBS with stakeholders to ensure alignment and agreement.
  + Formalize acceptance criteria for each deliverable.

**4. Create WBS:**

* **Objective:** Decompose the project into smaller, manageable components. This is largely handled by the agent, but requires review and refinement.
* **Inputs:** Project scope statement, organizational process assets (WBS templates).
* **Outputs:** Detailed WBS, WBS dictionary.
* **Activities:**
  + Review the automatically generated WBS from the Requirements Gathering Agent.
  + Refine the WBS to ensure it accurately reflects the project scope and deliverables.
  + Develop a WBS dictionary that provides a detailed description of each work package, including its deliverables, responsible parties, and estimated duration.
  + Validate the WBS with stakeholders to ensure accuracy and completeness.

**5. Validate Scope:**

* **Objective:** Formalize agreement on the project scope with stakeholders.
* **Inputs:** Project scope statement, WBS, WBS dictionary, requirements documentation, requirements traceability matrix.
* **Outputs:** Approved project scope statement, approved WBS.
* **Activities:**
  + Conduct a formal scope review meeting with stakeholders to present the project scope statement and WBS.
  + Address any questions or concerns from stakeholders.
  + Obtain formal sign-off on the approved project scope statement and WBS.

**6. Control Scope:**

* **Objective:** Manage changes to the project scope throughout the project lifecycle.
* **Inputs:** Approved project scope statement, WBS, change requests, scope management plan.
* **Outputs:** Change requests, updated project scope statement (if applicable), updated WBS (if applicable), project documents.
* **Activities:**
  + Establish a formal change control process for managing scope changes.
  + Review and evaluate all change requests to determine their impact on the project scope, schedule, and budget.
  + Obtain approval for all changes before implementing them.
  + Update the project scope statement and WBS as needed to reflect approved changes.
  + Monitor the project scope throughout the project lifecycle to prevent scope creep.

This detailed Define Scope process ensures that the Requirements Gathering Agent project has a clearly defined, validated, and controlled scope, maximizing the likelihood of successful project completion and meeting stakeholder expectations. The iterative nature of the process, leveraging the agent’s capabilities, allows for continuous improvement and adaptation throughout the project lifecycle.