## Plan Scope Management for Requirements Gathering Agent

This Plan Scope Management document outlines the approach for managing the scope of the Requirements Gathering Agent project, adhering to PMBOK 7th Edition guidelines. The plan leverages the existing project documentation (README, etc.) and incorporates the enhanced analysis capabilities of the Requirements Gathering Agent itself.

**1. Project Scope Statement:**

The project scope includes the development and release of a robust, AI-powered tool that generates comprehensive PMBOK-compliant project management documentation from various project sources. The tool will support multiple AI providers, offer various export formats (Markdown, .docx, .pptx, JSON, YAML), incorporate a sophisticated context manager, and include robust validation and quality assessment features. The scope explicitly excludes integration with third-party project management tools (planned for future phases).

**2. Scope Baseline:**

The scope baseline will be established upon completion of the requirements gathering and analysis phase. This baseline will include:

* **Project Scope Statement:** A formally approved document defining the project’s boundaries.
* **Work Breakdown Structure (WBS):** A hierarchical decomposition of the project work into manageable components. This will be generated using the Requirements Gathering Agent itself, utilizing the existing project documentation as input.
* **WBS Dictionary:** A description of each work package within the WBS. This will also be generated by the Requirements Gathering Agent.
* **Requirements Traceability Matrix:** A document linking requirements to deliverables and testing activities. This will be automatically generated as part of the validation process.

**3. Scope Management Processes:**

**3.1. Requirements Gathering:**

* **Methods:** The project will leverage the Requirements Gathering Agent’s enhanced analysis capabilities to automatically gather requirements from existing documentation (README.md, other markdown files, etc.). Manual review and refinement of automatically generated requirements will be conducted by the project team.
* **Tools:** Requirements Gathering Agent, collaboration tools (e.g., GitHub, Confluence).
* **Outputs:** A comprehensive list of functional and non-functional requirements, prioritized and documented in a requirements traceability matrix.

**3.2. Scope Definition:**

* **Methods:** The project team will define and document the project’s scope, including deliverables, acceptance criteria, and exclusion criteria. The Requirements Gathering Agent will be used to generate initial drafts of these documents, which will then be reviewed and approved by stakeholders.
* **Tools:** Requirements Gathering Agent, Microsoft Word (for final documentation), stakeholder review meetings.
* **Outputs:** Approved Project Scope Statement, WBS, WBS Dictionary, and Requirements Traceability Matrix.

**3.3. Scope Validation:**

* **Methods:** Formal reviews and approvals of the scope baseline will be conducted with stakeholders. The Requirements Gathering Agent will be used to generate preliminary documents for review, facilitating faster feedback cycles.
* **Tools:** Requirements Gathering Agent, stakeholder review meetings, formal approval processes.
* **Outputs:** Formally approved scope baseline.

**3.4. Scope Control:**

* **Methods:** A change control process will be implemented to manage changes to the project scope. All change requests will be documented, evaluated, and approved or rejected based on their impact on the project schedule, budget, and quality. The Requirements Gathering Agent will assist in assessing the impact of changes on the documentation.
* **Tools:** Change request form, project management software (e.g., Jira), stakeholder communication channels.
* **Outputs:** Approved change requests, updated scope baseline (if applicable).

**4. Change Control Process:**

* **Request Submission:** Stakeholders submit change requests via a formal process (e.g., Jira ticket).
* **Impact Assessment:** The project team assesses the impact of the change request on the project schedule, budget, and scope. The Requirements Gathering Agent will be used to automatically update project documents to reflect potential changes, facilitating faster impact analysis.
* **Review & Approval:** The change request is reviewed and approved or rejected by the relevant stakeholders.
* **Implementation:** Approved change requests are implemented, and the scope baseline is updated as necessary.
* **Verification:** The implemented change is verified to ensure it meets the requirements.

**5. Scope Verification:**

The project will use the Requirements Gathering Agent’s PMBOK compliance validation feature to verify that all deliverables meet the defined acceptance criteria and comply with PMBOK standards. This automated validation process will significantly reduce the time and effort required for scope verification.

**6. Roles and Responsibilities:**

* **Project Manager:** Responsible for overall scope management, including planning, monitoring, and controlling.
* **Development Team:** Responsible for developing and testing the Requirements Gathering Agent.
* **Stakeholders:** Responsible for reviewing and approving the scope baseline and change requests.

**7. Metrics:**

* **Number of change requests:** Tracks the volume of scope changes.
* **Change request approval/rejection rate:** Measures the effectiveness of the change control process.
* **Time to implement changes:** Tracks the efficiency of the change management process.
* **PMBOK compliance score:** Measures the degree to which the generated documentation adheres to PMBOK standards.

This Plan Scope Management provides a framework for managing the scope of the Requirements Gathering Agent project. The iterative nature of the project, combined with the tool’s self-analyzing capabilities, ensures a dynamic and efficient scope management approach. Regular monitoring and adjustments will be made to this plan as the project progresses.