# Scope Baseline Document: Requirements Gathering Agent Project

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## 1. Introduction

This document establishes the Scope Baseline for the Requirements Gathering Agent (RGA) project. The Scope Baseline defines the features, functionality, and deliverables that comprise the project. It serves as a critical reference point for managing project scope, tracking progress, and controlling changes throughout the project lifecycle. This baseline is based on the approved Project Scope Statement (referenced in Section 2) and the approved Work Breakdown Structure (WBS) and WBS Dictionary (referenced in Section 3).

## 2. Approved Project Scope Statement

The approved Project Scope Statement, documented in Gitbook\PMBOK\_Documents\Planning\03\_Project\_Scope\_Statement.md, outlines the project’s objectives, deliverables, and key constraints. The core objective is to develop a robust, AI-powered tool that generates comprehensive PMBOK-compliant project management documentation from project README files and associated documentation. Key deliverables include, but are not limited to:

* A command-line interface (CLI) for user interaction and configuration.
* Automated generation of PMBOK-compliant documents (Project Charter, Stakeholder Register, Scope Management Plan, Risk Management Plan, etc., as detailed in the Project Scope Statement).
* Integration with multiple AI providers (Azure OpenAI, Google AI, GitHub AI, Ollama).
* Support for multiple export formats (Markdown, .docx, .pptx, JSON, YAML).
* Comprehensive project analysis capabilities to incorporate information beyond the README.
* PMBOK 7.0 compliance validation and quality assessment features.
* An enhanced context management system for improved AI interaction.

The complete Project Scope Statement provides a detailed description of each deliverable, acceptance criteria, and exclusion criteria. Any deviations from this statement require formal change control procedures (detailed in Section 5).

## 3. Work Breakdown Structure (WBS) and WBS Dictionary

The approved Work Breakdown Structure (WBS), visually represented in [Insert WBS Diagram/Link to WBS Diagram Here], decomposes the project into manageable work packages. The WBS Dictionary, detailed in [Insert WBS Dictionary/Link to WBS Dictionary Here], provides a detailed description of each work package, including its deliverables, responsible parties, time estimates, and resource requirements. The WBS and WBS Dictionary ensure a clear understanding of the project’s scope and provide a framework for planning, scheduling, and execution.

## 4. Scope Baseline Use for Performance Measurement

The Scope Baseline will be used to measure project performance in several ways:

* **Progress Tracking:** The completion of work packages within the WBS will be tracked against the project schedule. Any deviations will be identified and investigated.
* **Deliverable Verification:** Each deliverable will be verified against its defined acceptance criteria in the Project Scope Statement.
* **Scope Creep Prevention:** The Scope Baseline provides a clear boundary for project work. Any requests for additional work outside the defined scope will be formally evaluated through the change control process.
* **Earned Value Management (EVM):** The Scope Baseline, in conjunction with the cost and schedule baselines, will be used to perform earned value analysis to track project performance and identify potential issues.

## 5. Scope Baseline Maintenance and Updates

The Scope Baseline is a living document and will be updated as necessary throughout the project lifecycle. All changes to the Scope Baseline must follow a formal change control process:

1. **Change Request:** A formal change request is submitted, detailing the proposed change, its justification, impact assessment (schedule, cost, resources), and proposed solution.
2. **Change Evaluation:** The change request is reviewed and evaluated by the project management team and relevant stakeholders.
3. **Change Approval:** The project manager approves or rejects the change request based on its impact and feasibility.
4. **Change Implementation:** If approved, the change is implemented, and the Scope Baseline, WBS, and WBS Dictionary are updated accordingly.
5. **Change Verification:** The implemented change is verified to ensure it meets the approved requirements.

## 6. Relationship to Other Project Baselines

The Scope Baseline is interconnected with other project baselines, including the Cost Baseline and Schedule Baseline. Changes to the Scope Baseline may necessitate changes to the Cost and Schedule Baselines. The integrated nature of these baselines ensures that project planning, execution, and monitoring are aligned and consistent. Any changes to one baseline will trigger a review of the other baselines to ensure overall project feasibility and success. This integrated approach helps to mitigate risks associated with scope changes and maintain project control.

## 7. Acceptance Criteria for the Scope Baseline

This Scope Baseline is considered accepted upon approval by the Project Sponsor and key stakeholders. This approval signifies their agreement with the defined project scope, deliverables, and the change control process. The approved document will be formally signed and dated to establish a record of acceptance.