## Scope Management Plan: Requirements Gathering Agent Project

**1. Introduction**

This Scope Management Plan outlines the processes and procedures for managing the scope of the Requirements Gathering Agent project. It adheres to PMBOK 7th Edition guidelines and ensures that the project delivers the intended functionality within defined constraints.

**2. Scope Management Objectives**

* Define and document the project scope clearly and concisely.
* Obtain stakeholder agreement on the project scope.
* Control changes to the project scope throughout the project lifecycle.
* Manage and mitigate scope creep effectively.
* Ensure all project deliverables meet the defined acceptance criteria.

**3. Scope Definition**

**3.1 Project Deliverables:** The project will deliver the following:

* **Requirements Gathering Agent Software:** A fully functional Node.js/TypeScript CLI application that generates PMBOK-compliant project documentation. This includes the core functionality as outlined in the project README (see Appendix A for complete details).
* **Comprehensive Documentation:** This includes user guides, technical documentation, API specifications, and a detailed change log.
* **Automated Testing Suite:** A comprehensive suite of unit and integration tests to ensure software quality.
* **Deployment Package:** A readily deployable package for distribution via npm.

**3.2 Project Exclusions:** The following are explicitly excluded from the project scope:

* Integration with third-party project management tools (beyond basic JSON export). This will be considered in future phases.
* Support for specific enterprise-level security protocols beyond those currently supported.
* Development of a graphical user interface (GUI).
* Creation of marketing materials.

**3.3 Acceptance Criteria:** Acceptance criteria for each deliverable will be defined in detail (see Appendix B). Generally, acceptance criteria will include:

* **Functionality:** All features outlined in the project README function as specified.
* **Performance:** The application meets predefined performance benchmarks (e.g., response times, resource utilization).
* **Reliability:** The application is stable and robust, with minimal errors.
* **Security:** The application meets security standards and protects sensitive data.
* **Usability:** The CLI is intuitive and easy to use.
* **PMBOK Compliance:** All generated documents adhere to PMBOK 7th Edition standards.

**4. Scope Baseline**

The project scope baseline will be established after the completion of the scope definition phase. This baseline will include the approved project scope statement, WBS, and WBS dictionary. Any changes to the baseline will require a formal change request process (see Section 6).

**5. Scope Verification**

* **Regular Reviews:** The project team will conduct regular reviews of the project scope to ensure it remains aligned with project objectives and stakeholder expectations.
* **Stakeholder Sign-off:** Stakeholders will formally sign off on the project scope baseline and any subsequent changes.
* **Acceptance Testing:** Comprehensive acceptance testing will be performed to verify that all deliverables meet the defined acceptance criteria.

**6. Scope Change Control**

* **Change Request Process:** A formal change request process will be implemented to manage any changes to the project scope. This process will include:
  + **Request Submission:** A formal change request form will be submitted by the requesting party.
  + **Impact Assessment:** The project team will assess the impact of the proposed change on the project schedule, budget, and resources.
  + **Change Approval:** The change request will be reviewed and approved by the project sponsor or change control board.
  + **Implementation:** The approved change will be implemented and documented.
  + **Verification:** The implemented change will be verified to ensure it meets the requirements.
* **Change Log:** A change log will be maintained to track all changes to the project scope.

**7. Scope Management Tools and Techniques**

* **WBS:** A Work Breakdown Structure will be used to decompose the project into smaller, manageable tasks.
* **WBS Dictionary:** A WBS dictionary will provide detailed descriptions of each work package.
* **Scope Statement:** A formal project scope statement will be created and approved by stakeholders.
* **Change Request Form:** A standardized change request form will be used to manage changes to the project scope.
* **Project Management Software:** A project management software tool (e.g., Jira, Asana) will be used to track progress and manage changes.

**8. Responsibilities**

* **Project Manager:** Responsible for overall scope management, including planning, monitoring, and controlling changes.
* **Project Team:** Responsible for executing tasks within the defined scope.
* **Stakeholders:** Responsible for reviewing and approving the project scope and any changes.

**9. Appendix A: Project README (Complete Project Details)**

*(Insert the entire Project README provided above)*

**10. Appendix B: Detailed Acceptance Criteria**

*(This section would contain a detailed table outlining specific acceptance criteria for each deliverable. Examples include specific functional tests, performance metrics, security checks, etc.)*

This Scope Management Plan provides a framework for managing the scope of the Requirements Gathering Agent project. It will be reviewed and updated as needed throughout the project lifecycle.