**Project Management Plan**

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# **Project Management Plan**

### **Project Name: Requirements Gathering Agent**

### **Version: 1.0**

### **Created By: PMBOK-Certified Project Manager**

### **Date: [Insert Date]**

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## **1. Executive Summary**

The \*\*Requirements Gathering Agent\*\* project aims to deliver an AI-powered Node.js/TypeScript CLI tool that automates the creation of PMBOK-compliant project management documentation. By leveraging Azure OpenAI, the tool improves efficiency, ensures compliance, and reduces manual effort in generating essential project documentation across PMBOK process groups.

Key Highlights:

• \*\*Milestone Achieved\*\*: 175 weekly downloads on NPM, validating market demand.

• \*\*Competitive Differentiator\*\*: Enhanced context-building and intelligent document generation powered by Azure OpenAI and multi-provider AI integration.

## **2. Project Purpose and Justification**

### **Problem Statement**

Traditional project documentation workflows are manual, time-consuming, error-prone, and inconsistent, leading to delays, compliance risks, and stakeholder misalignment.

### **Proposed Solution**

The Requirements Gathering Agent automates the generation of standardized, PMBOK-compliant project documentation, including project charters, stakeholder registers, risk plans, and more. It embeds best practices and compliance validation, reducing administrative overhead and improving documentation accuracy.

### **Benefits**

• \*\*Efficiency\*\*: Automates tedious documentation tasks.

• \*\*Compliance\*\*: Ensures PMBOK standard adherence.

• \*\*Accuracy\*\*: Reduces human errors in documentation.

• \*\*Stakeholder Alignment\*\*: Improves communication and expectations management.

## **3. Objectives and Success Criteria**

### **Objectives**

Deliver a robust CLI tool that generates 29 PMBOK-compliant documents.

Integrate multiple AI providers for flexible and scalable document generation.

Ensure output format compatibility (JSON, Markdown, YAML).

Achieve stakeholder satisfaction with the documentation quality and usability.

### **Success Criteria**

• \*\*User Adoption\*\*: Achieve 500 weekly downloads within 6 months of release.

• \*\*PMBOK Compliance\*\*: 95% validation score across all generated documents.

• \*\*Stakeholder Feedback\*\*: Positive feedback (≥ 85% satisfaction) from beta testers.

• \*\*Performance Metrics\*\*: Reduced manual documentation time by ≥ 50%.

## **4. Project Scope**

### **Scope Statement**

The \*\*Requirements Gathering Agent\*\* will generate PMBOK-compliant project documentation for software projects, leveraging intelligent context discovery and AI-powered generation. Features will include document validation, enhanced context management, and multi-provider AI integration.

### **Deliverables**

Core PMBOK-compliant documents (e.g., Project Charter, Stakeholder Register).

Planning artifacts (e.g., Scope Management Plan, Work Breakdown Structure).

Technical analysis and supplementary documentation.

CLI interface for easy tool operation.

Comprehensive user guides and tutorials.

### **Exclusions**

• Integration with non-PMBOK frameworks.

• Customized document templates for individual organizations.

• Support for non-AI-based document generation.

### **Constraints**

• Token limits for AI models (e.g., 2M tokens for Gemini Pro).

• Limited scope to PMBOK-aligned workflows.

### **Assumptions**

• Stakeholders have access to Azure OpenAI or similar AI providers.

• Project documentation adheres to PMBOK standards.

## **5. Project Schedule**

### **Milestones**

| Milestone | Deadline | Owner |

|--------------------------------|------------------|------------------|

| Requirements Analysis Completed | [Insert Date] | Project Manager |

| Architecture Design Approved | [Insert Date] | Technical Lead |

| Beta Version Released | [Insert Date] | Dev Team |

| Final Version Released | [Insert Date] | QA Team |

### **Gantt Chart**

Create a Gantt chart using tools like Microsoft Project or Smartsheet to visualize the schedule.

## **6. Resource Management Plan**

### **Team Roles and Responsibilities**

| Role | Responsibility |

|------------------------|----------------------------------------------------|

| Project Manager | Overall project oversight and stakeholder engagement.

| Technical Lead | Architecture design and AI integration.

| Developers | CLI tool development and document generation engine.

| QA Team | Testing and quality assurance for compliance.

| Documentation Lead | User guides and tutorials creation.

### **Resource Requirements**

• \*\*Human Resources\*\*: 1 Project Manager, 1 Technical Lead, 4 Developers, 2 QA specialists.

• \*\*Technical Resources\*\*: Azure OpenAI access, Node.js runtime, TypeScript compiler.

• \*\*Budget\*\*: $500,000 (estimated).

## **7. Communication Management Plan**

### **Communication Objectives**

Ensure timely, clear, and effective communication among project stakeholders.

### **Communication Methods**

| Communication Type | Frequency | Audience | Medium |

|----------------------------|-----------------|-------------------------|----------------|

| Project Status Updates | Weekly | Team, Stakeholders | Email, Slack |

| Technical Design Discussions | Ad hoc | Developers, Tech Lead | Zoom, GitHub |

| Milestone Reviews | Monthly | All Stakeholders | Slack, Zoom |

## **8. Risk Management Plan**

### **Risk Identification**

| Risk ID | Description | Probability | Impact | Mitigation Plan |

|---------|--------------------------------------------------|-------------|--------|------------------------------------------|

| R1 | AI provider downtime affecting document generation. | Medium | High | Implement fallback mechanisms for multi-provider support.

| R2 | Token overflow due to large context inputs. | High | Medium | Optimize context management with pruning and ranking strategies.

| R3 | User adoption below expectations. | Medium | High | Improve onboarding with tutorials and user guides.

### **Risk Monitoring**

Regularly review risks in weekly status meetings.

## **9. Quality Management Plan**

### **Quality Objectives**

• Ensure PMBOK compliance for all generated documents.

• Maintain cross-document consistency.

• Achieve ≥ 90% quality score in validation reports.

### **Quality Assurance Processes**

• \*\*Testing\*\*: Unit and integration tests for CLI functionality.

• \*\*Validation\*\*: PMBOK compliance checks for generated documents.

• \*\*Reviews\*\*: Peer reviews for architecture and coding standards.

## **10. Procurement Management Plan**

### **Procurement Strategy**

• Leverage Azure OpenAI services for AI model integration.

• Purchase licenses for required dependencies (e.g., TypeScript).

• Use npm for package management.

### **Vendor Management**

• Monitor AI provider performance and SLAs.

• Evaluate alternative providers (e.g., Google AI, Ollama).

## **11. Stakeholder Management Plan**

### **Stakeholder Register**

| Stakeholder | Role | Interest | Influence |