

Release Scope Plan

Create a release scope plan for a AI-generated summaries feature for our parent company.

Release Overview | Automated Summaries

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Release Version 1.0

Release Target Date Q2 2026

Release Goal The goal is to help users quickly grasp meeting outcomes, identify action items, and stay informed, even if they could not attend the meeting.

Key Stakeholders/Teams

- Product Management Team
- Development Team
- QA & Testing Team
- UI/UX Design Team
- Marketing & Sales Team
- Customer Support Team

Feature Prioritization | Automated Summaries

This feature prioritization technique utilizes Reach, Impact, Confidence, and Effort (RICE) scores to determine which features make into this development cycle.

	Reach (1-10)	Impact (1-10)	Confidence (1-10)	Effort (1-10)	RICE Score
Automatic Summary Generation	7	7	7	3	24
Key Topic Extraction	7	5	5	7	24
Action Item Identification	7	7	5	7	26
Sentiment Analysis	7	3	5	5	20

This prioritization technique revealed that out of the 4 features slated for this sprint our 3 priorities are: Automatic Summary Generation (24), Key Topic Extraction (24) and Action Item Identification (26). Unfortunately, due to team capacity and priority to the business the Sentiment Analysis feature will remain in the backlog.

Product Post-Launch Plan & Checklist | Automated Summaries

This post-launch plan and checklist outlines key activities and considerations to ensure a successful and smooth post-launch phase. It allows our team to monitor product performance, gather user feedback and ensure product adoption.

Task	Description	Owner	Due Date	Status	Notes
Monitor Key Metrics	Track usage, engagement, and performance metrics.	Product Manager	Ongoing		
Gather User Feedback	Collect feedback through surveys, reviews, and support tickets.	Product Manager	Ongoing		
Bug Fixing & Issue Resolution	Address and resolve any bugs or issues reported by users.	Engineering Team	Ongoing		
Documentation Updates	Update user guides, FAQs, and other documentation as needed.	Technical Writer	Within 1 week		
Marketing & Communication	Communicate updates and bug fixes to users.	Marketing Team	Ongoing		
Performance Analysis	Analyze product performance data and identify areas for improvement.	Product Manager	Within 2 weeks		
Plan for Iterations	Plan for future updates and feature releases based on feedback and data.	Product Manager	Within 4 weeks		
Customer Support	Ensure adequate customer support resources are available.	Customer Support Team	Ongoing		

Scope Inclusion & Exclusion | Automated Summaries

Here is the scope for our AI-generated summary features. We were sure to add additional context around the features that remained in the backlog for future reference.

Included within the Project Scope:

Feature/Item	Description	Priority	Owner
Automatic summary generation	The system automatically generates summaries of meetings, saving users time.	Must Have	Development Team
Key topic extraction:	The system identifies and highlights the main topics discussed in meetings.	Must Have	Development Team
Action item identification:	The system automatically detects and lists action items assigned to participants during meetings.	Must Have	Development Team

Excluded from the Project Scope:

Feature/Item	Description	Reason for Exclusion
Sentiment analysis	The system analyzes the emotional tone of the meeting, providing insights into participant sentiment.	Requires advanced AI models and more resources than the current scope allows.
Multi-language Support	Localization for different regions and languages.	Not needed initially. Will be considered in future releases for global expansion.

Non Functional Requirements | Automated Summaries

Here lies the non-functional requirements that need to be considered to remain compliant with company standards across key categories – Security, Performance, Usability, Scalability, Availability.

	Description
Security	The software must ensure secure authentication, role-based access control, and GDPR compliance for user data protection
Performance	The system should handle at least 100 simultaneous users without performance degradation. Speed and responsiveness should be prioritized.
Usability	The user interface should be intuitive and easy to navigate, with minimal training required for end users
Scalability	The product should be scalable to accommodate increasing numbers of users and projects without compromising system performance
Availability	The system should ensure at least 99.9% uptime with proper monitoring and alerting system failures.

Dependencies and Contingences | Automated Summaries

Here are the dependencies and contingences that need to be considered to ensure that feature is built according to business requirements.

	Description	Mitigation Plan
Third-party integrations	Integration with external tools (e.g., Google Calendar, Slack, etc.) to be completed before final release.	Ensure that APIs are tested early and work seamlessly; create fallback plans if integrations are delayed
Mobile App Development	Basic version of the mobile app to be developed alongside web platform features	Prioritize essential features for the mobile app (task viewing, notifications). Release with limited functionality if necessary.
User Documentation	Comprehensive user guides and tutorials for the features released in the MVP.	Prepare documentation in parallel with development; release drafts for review and feedback from early testers

Please be sure to consider all dependencies/contingences throughout the development process.