Project Planning Phase
Project Planning Template (Product Backlog, Sprint Planning, Stories, Story points)

Template

Date	02 NOVEMBER 2025
TEAM ID	NM2025TMID05272
Project Name	Education Organisation Using ServiceNow
Maximum Marks	4 Marks

Product Backlog, Sprint Schedule, and Estimation (4 Marks)

Use the below template to create product backlog and sprint schedule

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Institution Setup	EDU-1	As an admin, I want to configure institution details and staff roles in ServiceNow for proper access management.	3	High	Siva N
Sprint-1	Student Enrollment	EDU-2	As a student, I should be able to submit my admission form online with personal and academic details.	4	High	Aravind R
Sprint-2	Automated Approvals	EDU-3	As the system, I should automatically send admission requests to the respective	5	High	Blessing Kingsley V

			department head for approval.			
Sprint-2	Academic Record Update	EDU-4	As a faculty member, I should be able to update student progress and maintain grade records in ServiceNow.	3	High	Christopher Gnanasigamani V
Sprint-2	Parent Communicatio n	EDU-5	As an admin, I want to record parent details and send automated updates on student progress.	2	Mediu m	Siva N
Sprint-3	Analytics & Reporting	EDU-6	As management, I want to view dashboards showing student admissions and performance trends.	4	Mediu m	Aravind R
Sprint-3	System Testing & Validation	EDU-7	As a tester, I need to verify that workflows, data entries, and reports function correctly.	3	High	Blessing Kingsley V
Sprint-3	Project Documentation	EDU-8	As a developer, I will document the entire project including system setup, workflows, and test results.	2	Mediu m	Christopher Gnanasigamani V

Project Tracker, Velocity & Burndown Chart: (4 Marks)

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint End Date (Planned)	Story Points Completed (as on Planned End Date)	Sprint Release Date (Actual)
Sprint-1	18	6 Days	01 Oct 2025	06 Oct 2025	18	06 Oct 2025
Sprint-2	20	6 Days	07 Oct 2025	13 Oct 2025	19	13 Oct 2025
Sprint-3	22	6 Days	14 Oct 2025	20 Oct 2025	22	20 Oct 2025
Sprint-4	20	6 Days	21 Oct 2025	27 Oct 2025	20	27 Oct 2025

Velocity Calculation

Average Velocity = (Total Story Points Completed) / (Total Duration)

- Total Story Points Completed: 79

- Total Duration: 24 Days

- Velocity: 79 / 24 = 3.29 story points per day

A higher velocity indicates improved productivity and effective sprint execution across the project timeline.

Burndown Chart Description

A burndown chart tracks the remaining story points against time throughout each sprint.

- X-Axis: Days in Sprint

- Y-Axis: Remaining Story Points

- The chart starts with the total story points at the beginning of the sprint and gradually trends toward zero as tasks are completed.

- For this project, the burndown trend shows steady progress and on-time sprint completion, reflecting strong sprint planning, team coordination, and execution efficiency.