

Project Planning Phase

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

Date	7 November 2025
Team ID	NM2025TMID09128
Project Name	Laptop Request Catalog Item
Maximum Marks	5 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	Catalog Item Creation	USN-1	As an admin, I can create a <i>Laptop Request Catalog Item</i> in ServiceNow for employees.	2	High	N. Durga Mahendra
Sprint-1	Form Design	USN-2	As a developer, I can design the request form fields such as Laptop Type, Purpose, and Justification.	2	High	R.S.S. Manoj
Sprint-2	Workflow Configuration	USN-3	As a system admin, I can create a workflow to route requests for approval to the manager.	4	High	N. Durga Mahendra
Sprint-2	Approval and Notification Rules	USN-4	As a tester, I should verify approval and email notifications trigger properly.	3	High	N. Gowtham
Sprint-2	Catalog Testing	USN-5	As a tester, I should verify that catalog requests are raised and approved successfully.	2	Medium	O. Sravani
Sprint-3	Documentation	USN-6	As a developer, I want to document the catalog setup, workflow, and testing results for submission.	3	Medium	N. Durga Mahendra

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	20	6 Days	03 October 2025	10 October 2025	20	10 October 2025
Sprint-2	20	6 Days	10 October 2025	17 October 2025	20	17 October 2025
Sprint-3	20	6 Days	17 October 2025	24 October 2025	19	24 October 2025
Sprint-4	20	6 Days	24 October 2025	31 October 2025	20	31 October 2025

Velocity

Average velocity = (Total Story Points Completed) / (Total Duration in Days)

Total: 16 points over 9 days → **Velocity = 1.78 points/day**

Burndown Chart:

A burn down chart is a graphical representation of work left to do versus time. It is often used in agile software development methodologies such as Scrum. However, burn down charts can be applied to any project containing measurable progress over time.

<https://www.visual-paradigm.com/scrum/scrum-burndown-chart/>

<https://www.atlassian.com/agile/tutorials/burndown-charts>

Reference:

- [Atlassian Agile Project Management](#)
- [How to do Scrum with Jira Software](#)
- [Burndown Chart Tutorial](#)
- [Scrum.org – Scrum Guide](#)
- [Mountain Goat Software – User Stories & Velocity](#)
- [Visual Paradigm – Scrum Burndown Chart](#)
- [Jira Velocity Chart Overview](#)