

Project Planning Phase**Project Planning Document (Product Backlog, Sprint Planning, Stories, Story Points)**

Date	15 February 2026
Team ID	LTVIP2026TMIDS78015
Project Name	Importing & Securing Data in ServiceNow
Maximum Marks	5 Marks

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

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Project Setup	USN-1	Set up ServiceNow environment and application scope	2	High	Member 1
Sprint-1	Table Design	USN-2	Create Employee Training table	2	High	Member 2
Sprint-1	Field Configuration	USN-3	Add Training Name, Completion Date, Status fields	2	High	Member 3
Sprint-1	Reference Setup	USN-4	Configure Employee reference to sys_user table	3	High	Member 4
Sprint-1	Choice Configuration	USN-5	Add Status choices using Dictionary Entry	3	High	Member 5
Sprint-2	Data Import	USN-6	Upload training data using Import Sets	3	High	Member 1
Sprint-2	Data Transformation	USN-7	Create Transform Map	3	High	Member 2
Sprint-2	Field Mapping	USN-8	Map import fields to Employee Training table	2	High	Member 3
Sprint-2	Data Processing	USN-9	Execute Transform and validate records	3	High	Member 4
Sprint-2	Data Validation	USN-10	Verify imported employee training records	3	Medium	Member 5
Sprint-3	Dot-Walking	USN-11	Display Employee Department using dot-walking	3	High	Member 1

Sprint-3	Role Management	USN-12	Create HR Manager role	2	High	Member 2
Sprint-3	Security Setup	USN-13	Create Read ACL for Employee Training table	3	High	Member 3
Sprint-3	Security Setup	USN-14	Create Write ACL for Employee Training table	3	Medium	Member 4
Sprint-3	Testing	USN-15	Impersonate users and test access control	4	Medium	Member 5

Project Tracker, Velocity & Burndown Chart (4 Marks)

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint End Date (Planned)	Story Points Completed	Sprint Release Date (Actual)
Sprint-1	12	5 Days	5 Feb 2026	9 Feb 2026	12	9 Feb 2026
Sprint-2	14	5 Days	10 Feb 2026	14 Feb 2026	14	14 Feb 2026
Sprint-3	15	5 Days	15 Feb 2026	19 Feb 2026	15	19 Feb 2026

Velocity Calculation

Total Story Points = **12 + 14 + 15 = 41**

Number of Sprints = **3**

Velocity = 41 / 3 = 13.67 Story Points per Sprint

Burndown Chart

The burndown chart represents the progress of **Sprint-3** by tracking remaining story points throughout the sprint duration.

The **ideal progress line** represents planned completion, while the **actual progress line** reflects real-time task completion. All planned story points were completed within the sprint timeline, demonstrating effective sprint planning and successful implementation of Employee Training Data Management features in ServiceNow.