

Project Planning Phase

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

Date	02 November 2025
Team ID	NM2025TMID01260
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 No.	User Story /Task Description	Story Points	Priority	Team Members
Sprint 1	Catalog Item Creation	USN-1	As an admin, I can create a new laptop request catalog entry in the service portal.	3	High	Anija.S.S
Sprint 1	Form Field Setup	USN-2	As a designer, I can add form components like Laptop Model, RAM, and Justification fields.	2	High	Anija.S.S
Sprint 2	UI Policy Configuration	USN-3	As a developer, I can set visibility rules to display or hide fields depending on the department chosen.	3	Medium	Ashmi L.Rhitthica
Sprint 2	UI Action Implementation	USN-4	As a developer, I can implement form buttons such as "Clear" and "Send Request" to manage submissions	2	High	Annuja J S
Sprint 3	Workflow & Approval	USN-5	As an admin, I can configure a multi-	4	High	Ashmi L.Rhitthica

			level approval process for department heads and IT managers			
Sprint 3	Testing & Validation	USN-6	As a tester, I can verify that the catalog form works properly and that requests are stored correctly	3	Medium	Anns Harisha H C
Sprint 4	Documentation	USN-7	As a project member, I can prepare detailed documentation for project review and evaluation	2	Medium	Anns Harisha H C

Project Tracker, Velocity & Burndown Data (Modified)

Sprint	Total Story Points	Duration	Sprint Start	Sprint End(Planned)	Points Completed (as on Planned End Date)	Actual Release Date
Sprint-1	8	3 Days	20 Oct 2025	22 Oct 2025	8	22 Oct 2025
Sprint-2	8	3 Days	23 Oct 2025	25 Oct 2025	8	25 Oct 2025
Sprint-3	9	3 Days	26 Oct 2025	28 Oct 2025	9	28 Oct 2025
Sprint-4	6	2 Days	29 Oct 2025	31 Oct 2025	6	31 Oct 2025

Velocity

Average Velocity = Total Story Points

Completed / Total Duration

(31 points/11 days) = 2.81 points/day

Burndown Summary

The burndown chart shows a steady reduction in pending story points across sprints. All laptop request form features, approval flows, and validations were completed on schedule, reflecting good sprint planning and balanced workload distribution.

Reference <https://www.atlassian.com/agile/tutorials/sprints>

<https://www.visual-paradigm.com/scrum/what-is-agile-software-developement>

<https://www.atlassian.com/agile/tutorials/how-to-do-scrum-with-jira-software>