

Calculating Family Expense

Project Planning Phase

1. Project Planning Document

Project planning defines the step-by-step approach for developing and deploying the *Calculating Family Expense* system.

The main goal is to ensure systematic progress, timely delivery, and optimal resource utilization.

Objectives:

- Establish clear project scope and deliverables.
- Define roles and responsibilities of each team member.
- Set achievable timelines for each development stage.
- Identify potential risks and create mitigation strategies.

Planned Phases:

1. **Ideation & Requirement Analysis** – Understanding the problem and defining system needs.
2. **Design Phase** – Creating architecture and workflow diagrams.
3. **Development** – Implementing the ServiceNow solution modules.
4. **Testing** – Verifying performance, functionality, and reliability.
5. **Deployment & Maintenance** – Launching the final system and monitoring performance.



2. Timeline and Milestones

The project schedule was divided into milestones to ensure steady progress.

Milestone	Description	Duration
Ideation Phase	Brainstorming and problem definition	Week 1
Requirement Analysis	Identifying functional & non-functional requirements	Week 2 – 3
Design Phase	Architecture and workflow design	Week 4 – 5
Development	Implementation in ServiceNow environment	Week 6 – 8
Testing	Unit testing and performance validation	Week 9 – 10
Final Deployment	Launch and documentation	Week 11



3. Task Allocation Chart

Each team member was assigned tasks based on their expertise:

Team Member	Responsibility
R. Benita	Requirement Analysis & Documentation

M. Bruntha	ServiceNow Workflow Design & Backend Integration
R. Indhujah	Frontend Interface & Data Visualization
M. Valarmathi	Testing, Validation & Final Reporting

Conclusion

The **Project Planning Phase** establishes the roadmap for successful execution of the *Calculating Family Expense* project. Proper planning ensures resource efficiency, time management, and clear communication among all stakeholders.