

## PROJECT PLANNING PHASE

Date	2nd November 2025
Team ID	NM2025TMID01898
Project Name	Laptop request catalog item

### PRODUCT BACKLOG:

ID	Feature / Task	Priority
PB01	Create Laptop Request Form (Employee details, model, purpose)	High
PB02	Design Approval Workflow using Flow Designer	High
PB03	Integrate with Asset Management to check stock	High
PB04	Configure Email Notifications for each stage	Medium
PB05	Set SLAs and performance metrics	Medium
PB06	Conduct Testing and Documentation	High

### SPRINT SCHEDULE:

Sprint	Duration	Key Activities
Sprint 1	Week 1	Create catalog form and configure fields.
Sprint 2	Week 2	Build approval workflow and integrate with asset management.
Sprint 3	Week 3	Test system, set up notifications, and finalize documentation.

### ESTIMATION TABLE:

Task	Assigned To	Effort (Hours)
Requirement Gathering	Project Lead	4
Catalog Form & UI Design	Developer	8
Workflow Automation	Developer	10
Testing	Tester	6
Documentation	Team	4
Total Estimated Effort	≈ 32 Hours (4–5 Days)	

### DELIVERABLES:

- Product backlog and sprint breakdown.
- Estimated effort and resource plan.
- Clear timeline for design, workflow, and testing.

