

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

Date	01 November 2025
Team ID	NM2025TMID05296
Project Name	Laptop Request Catalog Item
Maximum Marks	5 Marks

Product Backlog, Sprint Schedule, and Estimation (5 Marks)

1. Product Backlog & Sprint Schedule Table:

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority / Team Member
Sprint 1	Catalog Form Creation	USN-1	As an employee, I can submit a laptop request through a user-friendly ServiceNow catalog form with required fields and attachments	3	High/Nandhakumar
Sprint 1	UI Policies & Validation	USN-2	As a developer, I can configure UI policies and validations to ensure accurate and complete	2	Medium/Gerald

			request submissions.		
Sprint 1	Form Submission & Data Storage	USN-3	As an IT admin, I can verify that all submitted requests are stored correctly in the ServiceNow request table.	2	High/Maria kavin
Sprint 2	Approval Workflow	USN-4	As a manager, I can approve or reject laptop requests through automated workflow routing using Flow Designer.	3	High/Nandhakumar
Sprint 2	Email Notifications	USN-5	As an employee, I receive automated email notifications for each stage of the request process.	2	Medium/Mariakavin
Sprint 2	Fulfillment Task Creation	USN-6	As an IT admin, I can automatically receive a task when a request is	2	Medium/Gerald

			approved for provisioning.		
Sprint 3	Request Tracking Dashboard	USN-7	As an employee, I can track the current status of my laptop request in real time	2	High/Nandhakumar
Sprint 3	Role-Based Access Control	USN-8	As an admin, I can restrict access to catalog items and workflows based on user roles.	2	Medium/Mariakavin
Sprint 3	Testing and Deployment	USN-9	As a developer, I can test all workflows, validate functionality, and deploy the catalog item to production.	1	High/Gerald

Project Tracker, Velocity & Burndown Chart

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	7	5 days	01 Nov 2025	05 Nov 2025	7	05 Nov 2025
Sprint 2	7	5 days	06 Nov 2025	10 Nov 2025	7	10 Nov 2025

Sprint 3	5	5 days	11 Nov 2025	15 Nov 2025	5	15 Nov 2025
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Velocity Calculation

Average Velocity = $\frac{7 + 7 + 5}{3} = 6.33$ story points per sprint

Velocity per Day = $\frac{TotalStoryPointsCompleted(19)}{TotalSprintDays(15)}$

= 1.26 story points per day

Burndown Chart Description

