

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

Date	20 February 2026
Team ID	LTVIP2026TMIDS64983
Project Name	Importing & Securing Data in ServiceNow
Maximum Marks	5 Marks

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

<b>Sprint</b>	<b>Functional Requirement (Epic)</b>	<b>User Story Number</b>	<b>User Story / Task</b>	<b>Story Points</b>	<b>Priority</b>	<b>Team Members</b>
Sprint-1	Data Import Setup	USN-1	As an Admin, I can upload a CSV file into ServiceNow	2	High	Team
Sprint-1	Data Import Setup	USN-2	As an Admin, I can configure Import Set Table	3	High	Team
Sprint-1	Data Import Setup	USN-3	As an Admin, I can create Transform Map	3	High	Team
Sprint-1	Employee Mapping	USN-4	As a System, I can link Employee reference to sys_user table	3	High	Team
Sprint-1	Security Configuration	USN-5	As an Admin, I can create roles (Admin, HR, Manager, Employee)	2	High	Team
Sprint-2	Security Configuration	USN-6	As an Admin, I can configure ACL rules	3	High	Team
Sprint-2	Reporting	USN-7	As a Manager, I can generate department-wise report	3	High	Team
Sprint-2	Reporting	USN-8	As a Manager, I can generate employee-wise report	3	Medium	Team

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Sprint-2	Dashboard	USN-9	As a Manager, I can view analytics dashboard	5	High	Team
Sprint-2	Testing & Optimization	USN-10	As a Team, we can perform bulk import testing	2	Medium	Team

### Project Tracker, Velocity & Burndown Chart: (4 Marks)

<b>Sprint</b>	<b>Total Story Points</b>	<b>Duration</b>	<b>Sprint Start Date</b>	<b>Sprint End Date (Planned)</b>	<b>Story Points Completed</b>	<b>Sprint Release Date (Actual)</b>
Sprint-1	13	7 Days	01 Mar 2026	07 Mar 2026	13	07 Mar 2026
Sprint-2	16	7 Days	09 Mar 2026	15 Mar 2026	16	15 Mar 2026

### Velocity:

Total Story Points = 13 + 16 = 29

Number of Sprints = 2

Velocity = 29 / 2

Velocity = **14.5 ≈ 15 Story Points per Sprint**

**Burndown Chart:**

A burn down chart is a graphical representation of work left to do versus time. It is often used in agile software development methodologies such as Scrum. However, burn down charts can be applied to any project containing measurable progress over time.

In this project:

Sprint Duration = 7 Days

Total Story Points per Sprint  $\approx 15$

Daily Work Completion  $\approx 2\text{--}3$  Story Points per Day