

## 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)

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
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

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
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)

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint End Date (Planned)	Story Points Completed	Sprint Release Date (Actual)
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  $\approx$  2–3 Story Points per Day