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

Date	**16 February 2026**
Team ID	LTVIP2026TMIDS88637
Project Name	Educational Organisation using ServiceNow
Maximum Marks	5 Marks

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

Use the below template to create product backlog and sprint schedule

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Instance Setup	USN-1	As a developer,I can request and configure a ServiceNow PDI.	2	High	Member 1
Sprint-1	Table Creation	USN-2	As an admin, I can create Salesforce table and define columns.	2	High	Member 1
Sprint-1	Table Creation	USN-3	As an admin, I can create Admission table with choice fields.	3	High	Member 1
Sprint-1	UI Design	USN-4	As a developer, I can design form layout for Salesforce & Admission.	3	Medium	Member 1
Sprint-2	Client Scripts	USN-5	As a developer, I can auto-populate form fields using onChange script.	3	High	Member 1
Sprint-2	Client Scripts	USN-6	As a developer, I can implement pincode automation using client scripts.	3	Medium	Member 1
Sprint-2	Logic & Result	USN-7	As a teacher, I can calculate total marks using onChange script.	5	High	Member 1
Sprint-2	Workflow	USN-8	As an admin, I can configure process flow for admission status.	3	Medium	Member 1

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-3	Progress Table	USN-9	As an admin, I can create and configure Student Progress table.	2	Medium	Member 1
Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-3	UI Design	USN-10	As a developer, I can design form layout for Student Progress.	2	Low	Member 1
Sprint-3	Testing	USN-11	As a tester, I can validate data flow and field automation.	3	High	Member 1
Sprint-3	Final Touches	USN-12	As a developer, I can prepare screenshots and demo report.	3	Medium	Member 1

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

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	10	5 Days	25 Jan 2026	29 Jan 2026	10	29 Jan 2026
Sprint-2	14	5 Days	4 Feb 2026	9 Feb 2026	14	9 Feb 2026
Sprint-3	10	4 Days	10 Feb 2026	14 Feb 2026	10	14 Feb 2026

Velocity Calculation

Total Story Points = 10 + 14 + 10 = 34

Number of Sprints = 3

Velocity = 34 / 3 = ~11.3 Story Points per Sprint   Burndown Chart

You can create your Burndown Chart using Visual Paradigm Online or in Excel using:

X-axis: Days (e.g., Day 1 to Day 5 for each Sprint)

Y-axis: Remaining Story Points

Line 1: Ideal Progress (Straight diagonal drop)

Line 2: Actual Progress (based on story points completed each day)