

PROJECT PLANNING

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| DATE | 07 NOVEMBER 2025 |
| TEAM ID | NM2025TMID09183 |
| PROJECT NAME | Calculating Family Expenses using ServiceNow |

2.1 Project Plan Overview:

The project plan outlines the execution steps required to develop the “Family Expense Calculation System using ServiceNow.”

2.2 Work Breakdown Structure (WBS):

| Level | Task Category | Activities |
|-------|---------------------------|--|
| 1.1 | Requirement Understanding | Understand problem, collect requirement |
| 1.2 | Environment Setup | Create PDI & verify Zurich version. |
| 1.3 | Table Creation | Create Family Expenses & Daily Expenses tables |
| 1.4 | Form Design | Add fields, configure layouts |
| 1.5 | Script Logic | Create Business Rule for update |

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|-----|---------------|------------------------------------|
| 1.6 | Testing | Test with sample entries |
| 1.7 | Documentation | Create report and Upload in GitHub |

2.3 Project Timeline (Gantt-Style Table):

| Phase | Task | Duration | Status |
|---------------|----------------------------|----------|-----------|
| Planning | Research & Understanding | 1 Day | Completed |
| Setup | PDI Setup & Instance Login | 1 Day | Completed |
| Development | Create Tables & Fields | 2 Day | Completed |
| Development | Create Business Rule | 1 Day | Completed |
| Testing | Functional Testing | 2 Day | Completed |
| Documentation | Report + Screenshots | 2 Day | Completed |
| Deployment | GitHub Upload | 1 Day | Completed |

2.4 Roles & Responsibilities:

2.5 Tools & Technology Planning:

| Role | Responsibility |
|-----------------------------------|--|
| Developer (Raguveer M) | PDI setup, build tables, forms, BR scripting |
| Tester (Deeksha D) | Enter sample data, verify results |
| Documentation Owner(Divya Sri M) | Prepare report, screenshots |

| Category | Tool |
|-----------------|--------------------------------------|
| Platform | ServiceNow (Zurich Release, Patch-2) |
| IDE | ServiceNow Studio & Form Designer |
| Scripting | JavaScript (Server-side BR) |
| Documentation | MS Word / WPS Office |
| Version Control | GitHub |
| Testing | Manual Testing with sample data |

2.6 Risk Management Plan:

| Risk | Impact | Probability | Mitigation |
|----------------------|----------------------|-------------|-------------------------------|
| PDI instance expires | Loss of project | Medium | Refresh instance frequently |
| Script errors | Incorrect output | High | Debug using logs & BR preview |
| Form config mismatch | Wrong UI behaviour | Medium | Follow documented steps |
| GitHub mistakes | Report upload issues | Low | Maintain backup locally |
| Time delay | Submission late | Medium | Daily progress tracking |

2.7 Project Deliverables:

| | |
|------------------------|---------------------------|
| ServiceNow Application | Tables, Forms, BR |
| Project Report | 6-Phase Documentation |
| Screenshots Proof | Evidence of development |
| GitHub Link | Public project repository |

| Demo | Live execution of project |
|-------------|---------------------------|
| Deliverable | Description |