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

Date	13 November 2025
Team ID	NM2025TMID06014
Project Name	Laptop Request Catalog Item using ServiceNow
Maximum Marks	4 Marks

1. Product Backlog

The Product Backlog is a prioritized list of features, functionalities, and tasks needed for the project. Each item represents work that adds value to the system.

ID	Feature / Task	Description	Priority
PB-1	User Login & Authentication	Allow users to log in using ServiceNow credentials.	High
PB-2	Create Laptop Request Form	Design a catalog item form to capture laptop request details (Type, Model, Justification, Location, etc.)	High
PB-3	Approval Workflow	Route requests to the manager for approval and notify stakeholders.	High
PB-4	Request Tracking Dashboard	Allow users to track request status in real-time.	Medium
PB-5	Inventory Check	Check available laptops before submitting request.	Medium
PB-6	Notifications & Email Alerts	Send notifications for request submission, approval, or rejection.	High

ID	Feature / Task	Description	Priority
PB-7	Admin Panel	Admins can view, approve, and manage requests.	Medium
PB-8	Reporting & Analytics	Generate monthly reports on laptop requests.	Low
PB-9	Error Handling	Proper messages for invalid requests or missing fields.	Medium
PB-10	Testing & Deployment	Test the solution and deploy it to production.	High

2. Sprint Planning

Sprint	Goal	User Stories / Backlog Items
Sprint 1	Setup & User Access	PB-1, PB-2
Sprint 2	Approval Workflow & Notifications	PB-3, PB-6
Sprint 3	Dashboard & Inventory Check	PB-4, PB-5
Sprint 4	Admin Panel & Reporting	PB-7, PB-8
Sprint 5	Testing & Deployment	PB-9, PB-10

3. User Stories

User Stories are written in the format: *As a [role], I want [feature] so that [benefit]*

ID	User Story	Acceptance Criteria
US-1	As an employee, I want to log in to ServiceNow so that I can request a laptop securely.	Login works with valid credentials; invalid credentials show an error.
US-2	As an employee, I want to fill a laptop request form so that I can submit my request easily.	Form captures all necessary fields; mandatory fields validated.
US-3	As a manager, I want to approve or reject laptop requests so that proper control is maintained.	Requests can be approved/rejected; email notification sent.
US-4	As an employee, I want to track the status of my request so that I know if it's approved.	Dashboard shows real-time status of requests.
US-5	As an admin, I want to see all requests so that I can manage inventory efficiently.	Admin panel lists all requests; filters available.

4. Story Points

Story Points represent the effort required to complete a User Story. Using **Fibonacci sequence (1, 2, 3, 5, 8, 13)** is common.

User Story	Story Points	Complexity
US-1	3	Medium
US-2	5	High
US-3	5	High
US-4	3	Medium
US-5	8	Very High
US-6 (Notifications)	3	Medium
US-7 (Reporting)	5	High
US-8 (Error Handling)	2	Low