

## **Project Planning Phase**

### **Project Planning**

Date	31 OCTOBER 2025
Team ID	NM2025TMID03588
Project Name	Educational Organization using ServiceNow
Maximum Marks	4 Marks

#### **Burndown Chart :**

The Burndown Chart is a critical project management tool that visually depicts remaining work against scheduled time. The Y-axis represents remaining work units (such as story points or hours), while the X-axis delineates the project timeline (e.g., sprints or calendar days). By overlaying the ideal trend line (representing optimal progress) with the actual work completion line, stakeholders can immediately assess schedule performance; the project is considered ahead of schedule when the actual line falls below the ideal, and behind schedule when it exceeds the ideal. This visualization facilitates transparency, enables accurate scope and deadline forecasting, and allows for quick identification of impediments impacting progress.

#### **Product Backlog, Sprint Schedule, and Estimation :**

Sprint	Functional Requirement (Epic)	User Story / Task	Priority
Sprint-1	Student Management	As an admin, I want to create and manage student records in ServiceNow.	High

Sprint-1	Admission Portal	As a student, I should be able to submit an admission request through the portal.	High
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Sprint-2	Workflow Automation	As the system, I should automatically route student admission requests to the admin/department head for approval.	High
Sprint-2	Progress Tracking	As a teacher, I should be able to enter and update student academic progress.	High
Sprint-2	Parent Details Integration	As an admin, I want to store parent contact info and link it to student profiles.	Medium
Sprint-3	Reporting Dashboard	As management, I want to generate reports for admissions and student Performance	Medium

Sprint-3	Testing & Validation	As a tester, I need to validate the workflows, forms, and reports work correctly.	High
Sprint-3	Documentation	As a developer, I will document system design, sprint work, and testing results.	Medium

