

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

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| Date | 7 November 2025 |
| Team ID | NM2025TMID09077 |
| Project Name | Laptop Request Catalog Item |
| 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 | User Story No. | User Story / Task | Story Points | Priority | Team Members |
|---------------|-------------------------------|-----------------------|--|---------------------|-----------------|-------------------------|
| Sprint 1 | Catalog Item Creation | USN-1 | As an admin, I can create a laptop request catalog item in ServiceNow | 2 | High | Nallakannu R |
| Sprint 1 | Variable Configuration | USN-2 | As an admin, I can add variables such as Laptop Model, Justification, Additional Accessories, and Accessories Details to the catalog item. | 3 | High | Lekshman J S |
| Sprint 2 | UI Policy Creation | USN-3 | As a system user, I can create a Catalog UI Policy that dynamically displays “Accessories Details” when “Additional Accessories” is checked. | 4 | High | Rithik Subramaniam M |
| Sprint 2 | UI Action Setup | USN-4 | As an admin, I can create a “Reset Form” UI Action to clear all form fields and enhance usability. | 3 | Medium | Suthan Raj A |

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|----------|------------------------------------|-------|--|---|--------|--|
| Sprint 3 | Update Set Export / Import | USN-5 | As a developer, I can export the update set to XML and import it into another instance for deployment and testing. | 3 | Medium | Suthan Raj A And Nallakannu R |
| Sprint 3 | Testing & Validation | USN-6 | As a developer, I can export the update set to XML and import it into another instance for deployment and testing. | 3 | High | Rithik Subramaniam M And Lekshman J S |
| Sprint 4 | Documentation & Report Preparation | USN-7 | As a developer, I can document the architecture, design steps, and test results for project submission. | 2 | Medium | Entire Team |

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 | 20 | 6 Days | 3 November 2025 | 4 November 2025 | 20 | 4 November 2025 |
| Sprint 2 | 20 | 6 Days | 4 November 2025 | 5 November 2025 | 20 | 5 November 2025 |
| Sprint 3 | 20 | 6 Days | 5 November 2025 | 6 November 2025 | 19 | 6 November 2025 |

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|----------|----|--------|-----------------|-----------------|----|-----------------|
| Sprint 4 | 20 | 6 Days | 6 November 2025 | 7 November 2025 | 20 | 6 November 2025 |
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Velocity

Average Velocity = (Total Story Points Completed) / (Total Duration in Days)

Total: 79 Story Points over 24 Days → Velocity = 3.29 Points/Day

Burndown Chart:

A Burndown Chart is a graphical representation of the remaining work versus time for each sprint. It helps track sprint progress and visualize the completion rate of tasks over the sprint timeline. In this project, the burndown chart shows consistent progress across all four sprints, demonstrating steady task completion and sprint reliability.

References

- ServiceNow – <https://www.servicenow.com/products/service-catalog.html>
- ServiceNow Documentation – <https://docs.servicenow.com/bundle/tokyo-it-service-management/page/product/service-catalog-management/task/create-catalog-item.html>
- ServiceNow UI Policy and UI Action Guide – https://docs.servicenow.com/bundle/tokyo-servicenow-platform/page/script/ui-policy/task/t_CreateUIPolicy.html
- ServiceNow – <https://docs.servicenow.com/bundle/tokyo-application-development/page/build/system-update-sets/concept/update-sets.html>