

## Project Planning Phase

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

Date	20 Feb 2026
Team ID	LTVIP2026TMIDS41339
Project Name	LAPTOP REQUEST CATALOG ITEM
Maximum Marks	5 Marks

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

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Laptop Request Form	USN-1	As an employee, I can access a laptop request form in ServiceNow with guided fields.	3	High	V.Neha Sai A.Pragathi
Sprint-1	Laptop Request Form	USN-2	As an employee, I see role-based laptop recommendations based on my job title.	2	High	A.Pragathi
Sprint-2	Form Dynamics	USN-3	As an employee, I see dynamic fields that change based on my selections (via UI Policies)	3	Medium	M.Puneeth Sankrandan V.Lohith Vardhan
Sprint-1	Form Functionality	USN-4	As an employee, I can reset the form to correct errors before submission.	1	Medium	K.Pavithra
Sprint-1	Approval Workflow	USN-5	As a manager, I can approve or reject laptop requests with comments.	2	High	V.Neha Sai V.Lohith Vardhan
Sprint-3	Status Tracking	USN-6	As an employee, I can see the real-time status of my laptop request.	2	Medium	M.Puneeth Sankrandan K.Pavithra
Sprint-3	Integration	USN-7	As IT staff, I can see laptop availability from CMDB during request processing	3	Low	A.Pragathi V.Lohith Vardham
Sprint-2	Notifications	USN-8	As an employee, I receive email updates on request approval or rejection.	1	High	V.Neha Sai

### 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	7	4 Days	09 Feb 2026	12 Feb 2026	7	12 Feb 2026
Sprint-2	5	4 Days	12 Feb 2026	15 Feb 2026	5	15 Feb 2026
Sprint-3	5	5 Days	15 Feb 2026	20 Feb 2026	5	20 Feb 2026

#### Velocity:

**Sprint-1:** Completed 7 story points in 4 days, with a higher velocity due to focused work on core functionalities.

**Sprint-2:** Completed 5 story points in 4 days, slightly lower velocity due to more complex tasks.

$$AV = \frac{\text{Total Story Points}}{\text{Duration (Days)}}$$

**Sprint-1:**

$$AV = \frac{7 \text{ points}}{4 \text{ days}} \approx 1.75 \text{ points/day}$$

**Sprint-2:**

$$AV = \frac{5 \text{ points}}{4 \text{ days}} = 1.25 \text{ points/day}$$

**Sprint-3:**

$$AV = \frac{5 \text{ points}}{5 \text{ days}} = 1 \text{ point/day}$$

**Sprint-3:** Completed 5 story points in 5 days, the lowest velocity due to additional time required for testing and integrations.