Project Planning Phase

Date	08 NOVEMBER 2025
Team ID	NM2025TMID01558
Project Name	Calculating Family Expenses Using ServiceNow
Maximum Marks	5 Marks

The project planning phase defines the roadmap for developing the *Family Expense Calculation System* on the ServiceNow platform. It includes defining the project scope, objectives, schedule, resources, and risk management to ensure successful completion.

Project Scope

The system allows family members to record daily expenses and automatically calculate the daily total. ServiceNow tables, relationships, and business rules are used to automate calculations and reduce manual effort.

In Scope

- Daily expense entry
- Family expense total calculation
- Business Rule automation
- Relationship between Daily Expenses and Family Expenses tables
- Viewing consolidated total per date

2. Project Objectives

- To build a simple expense tracking system using ServiceNow tables
- To automate daily total calculation using Business Rules
- To reduce manual calculations and avoid errors
- To maintain accurate records of spending on each date

3. Project Deliverables

Phase	Deliverable
Requirement Analysis	Problem statement, solution idea, Empathy Map, Functional requirements
Design	Table structure, relationship design, Business Rule logic
Development	Daily Expense Table, Family Expense Table, Relationship, Business Rule
Testing	Test cases and validation of automatic total calculation
Deployment	Working solution in ServiceNow instance
Documentation	Demo video, GitHub repo with phase-wise documents

4. Project Timeline (Tentative)

Phase	Duration	Activities
Requirement Analysis	2 days	Understanding problem, preparing documents
System Design	2 days	Designing tables, fields, relationships
Development	5 days	Creating tables, business rule, relationship
Testing	2 days	Verifying automatic calculation
Documentation	3 days	Report, GitHub upload, demo video

Total Duration: ~ 2 Weeks (sufficient for academic mini project)

5. Resource Planning

Resource Type	Description
Human Resources	1–3 team members (Developer/Testers)
Software	ServiceNow Developer Instance
Tools	Word/PDF editors, GitHub for submission
Hardware	Laptop with internet

6. Risk Management

Risk	Probability	Impact	Mitigation
Errors in total calculation	Medium	Medium	Proper testing with sample data
Business Rule failure	Low	High	Debug script and validate logic
Missing documents for submission	Medium	Medium	Maintain phase-wise checklists
Delay in demo video upload	Low	Low	Keep backup copy and stable internet

7. Cost Estimation

Component	Cost
ServiceNow Developer Instance	Free
Development & Testing	Academic effort only
Documentation	Minimal

➡ Total estimated cost: **Very Low / Academic Level**

8. Success Criteria

- Daily Expenses can be added successfully
- Family Expenses table updates totals automatically
- Relationship shows related Daily Expenses per date
- Project documents and demo completed
- GitHub submitted successfully