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

Date	27 June 2025
Team ID	LTVIP2025TMID11198
Project Name	Laptop Request Catalog Item
Maximum Marks	5 Marks

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

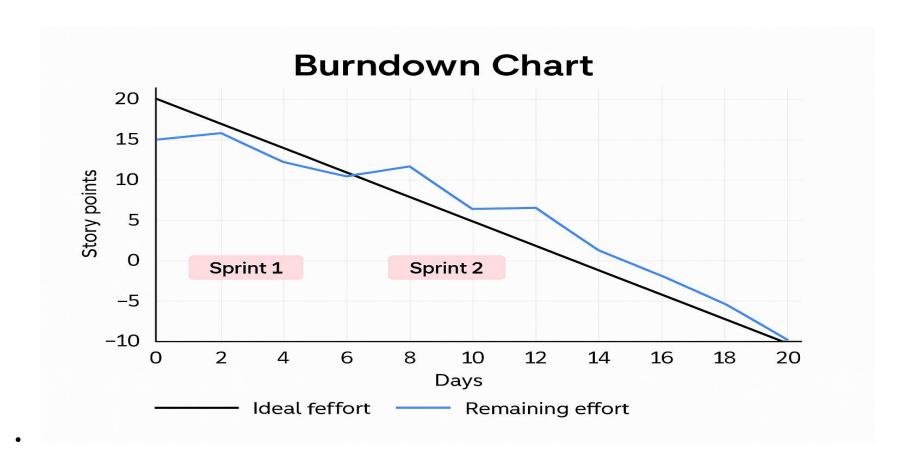| Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Create Local Update Set	USN-1	As a user, I can create and activate a local update set to capture all changes.	2	High	M Vijayteja
Sprint-1	Create Service Catalog Item	USN-2	As a ServiceNow admin, I want to create a catalog item called "Laptop Request" so that employees can request laptops easily.	2	High	Pavani p
Sprint-1	Add Variables	USN-3	As a user, I want to see fields like laptop model, justification, and accessories on the form so that I can submit detailed requests.	2	High	Pavani p
Sprint-1	Create Catalog UI Policies	USN-4	As an admin, I want to apply UI policies so that some fields appear or become mandatory based on user input.	1	Medium	Mummidi Lakshmi Tayaru
Sprint-2	Create UI Action	USN-5	As a user, I want a reset button on the form so that I can clear all fields with a single click.	1	Medium	Manikya Reddy
Sprint-2	Export Changes to another Instances	USN-6	As a developer, I want to export the update set so that I can migrate changes to another ServiceNow instance.	2	High	M Vijayteja
Sprint-2	Retreving the update set	USN-7	As an admin, I want to import and commit the update set in the target instance so that I get all updates successfully.	3	High	Manikya Reddy
Sprint-2	Test Catalog Item	USN-8	As a user, I want to test the catalog item to ensure dynamic behavior (like field visibility) works correctly.	3	High	Mummidi Lakshmi Tayaru

Project Tracker, Velocity : (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	8	8 Days	13 Jun 2025	20 Jun 2025	8	20 Jun 2025
Sprint-2	8	8 Days	21 June 2025	28 June 2025	8	28 Jun 2025

Velocity:

$$Velocity = \textbf{\textit{Total Story Points Completed / Number of Sprints}}$$
$$= (8 + 8) / 2$$
$$= 16 / 2$$
$$= \textbf{\textit{8 Story Points per Sprint}}$$

Burndown Chart:

The burndown chart provides a visual representation of the work remaining versus time, helping the project team track progress across sprints. In the context of the *Laptop Request Catalog Item* project, the burndown chart helps the team:

- **Monitor Task Completion:** It clearly shows how the team is progressing with tasks like creating catalog items, UI policies, and UI actions over the defined sprint duration (13th June to 30th June).
- **Identify Delays or Roadblocks:** If the line on the chart does not decline steadily, it indicates delays in completing tasks such as exporting update sets or implementing dynamic form behaviors.
- **Manage Team Efficiency:** Helps assess team performance (Pavani, Manikya Reddy, Tayaru, Vijayteja) by comparing the actual progress with planned progress.
- **Ensure Timely Delivery:** With a target of completing 16 story points over two sprints, the chart confirms whether the project is on track to meet its end goal.

Burndown Chart

Story points vs Days

- Sprint 1
- Sprint 2

Ideal feffort — Remaining effort

In the chart you see, the ideal line (diagonal) represents expected progress, while the actual line shows how the team is performing in real time—making it a valuable agile tool for tracking and maintaining project health.