

Project Planning Phase

Project Title

Calculating Family Expenses using ServiceNow.

Project Objectives

- Automate tracking of daily family expenses.
- Categorize and summarize expenses for easy analysis.
- Generate reports to support budgeting and financial decisions.

Scope of the Project

- Record daily and overall family expenses.
- Maintain summary and detailed tables for easy management.
- Provide reporting and analysis for financial planning.

Deliverables

- ServiceNow application with **Family Expenses** and **Daily Expenses** tables.
- Configured forms and fields for input and categorization.
- Business rules for automatic updates of summary expenses.
- Reports and dashboards for visualizing family expenses.

Timeline

Phase	Duration
Requirement Analysis	3 days
Table & Form Creation	5 days
Business Rules Implementation	4 days
Reporting & Testing	3 days
Deployment & Review	2 days

Resources Required

- ServiceNow Developer Instance
- Internet and computer/laptop
- Knowledge of ServiceNow table creation, forms, and scripting

Risk Management

- **Risk:** Incorrect configuration of tables or fields
Mitigation: Test each step after creation
- **Risk:** Automation scripts not updating correctly
Mitigation: Validate business rules in a sandbox environment
- **Risk:** Delays due to technical issues
Mitigation: Plan buffer time in the schedule