

# **Project Planning Phase – Summary Document**

**Date:** 1 November 2025

**Team ID:** NM2025TMID06410

**Project Name:** Educational Organisation Using ServiceNow

## **1. Objective**

To build a system using ServiceNow to manage students, teachers, and admissions easily.

## **2. Methodology**

Work is done in steps (sprints) using the Agile method for better progress.

## **3. Outcome**

Faster work, less paperwork, and easy access to all student and teacher data.