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

Date	01 November 2025
Team ID	604C33E48F0DC12A3894968A103C70F4
Project Name	Laptop Request Catalog Item
Maximum Marks	5 Marks

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

Use the below template to create product backlog and sprint schedule

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Catalog Item Creation	USN-1	As an admin, I can create a laptop request catalog item in ServiceNow.	2	High	Saganah V S
Sprint-1	Variable Configuration	USN-2	As an admin, I can add variables (Laptop Model, Justification, Accessories, Accessories Details) to the catalog item.	3	High	Aldous Sherlin Thejas A
Sprint-2	UI Policy Creation	USN-3	As a system user, I can create a Catalog UI Policy that dynamically displays "Accessories Details" when "Additional Accessories" is checked.	4	High	Akalya S T
Sprint-2	UI Action Setup	USN-4	As an admin, I can create a "Reset Form" UI Action to clear form entries instantly.	3	Medium	Aldous Sherlin Thejas A

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-3	Update Set Export	USN-5	As a developer, I can export the update set to another instance for deployment and testing.	3	Medium	Akalya S T
Sprint-3	Testing & Validation	USN-6	As a tester, I can test the catalog form behavior and ensure UI Policy and UI Action work as expected.	3	High	Shibena S
Sprint-4	Documentation	USN-7	As a developer, I can document the architecture, design, and testing process for final submission.	2	Medium	Saganah V S

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	20	6 Days	27 October 2025	28 October 2025	20	28 October 2025
Sprint-2	20	6 Days	28 October 2025	29 October 2025	20	29 October 2025
Sprint-3	20	6 Days	29 October 2025	30 October 2025	19	30 October 2025
Sprint-4	20	6 Days	31 October 2025	01 November 2025	20	01 November 2025

Velocity

Average Velocity = (Total Story Points Completed) / (Total Duration in Days)
Total: 79 Story Points over 24 Days → Velocity = 3.29 Points/Day

Burndown Chart:

A Burndown Chart is a graphical representation of the remaining work versus time for each sprint.It helps track sprint progress and visualize the completion rate of tasks over the sprint timeline.In this project, the burndown chart shows consistent progress across all four sprints, demonstrating steady task completion and sprint reliability.

References

- ServiceNow – https://www.servicenow.com/products/service-catalog.html

- ServiceNow Documentation – https://docs.servicenow.com/bundle/tokyo-it-service-management/page/product/service-catalog-management/task/create-catalog-item.html

- ServiceNow UI Policy and UI Action Guide – https://docs.servicenow.com/bundle/tokyo-servicenow-platform/page/script/ui-policy/task/t_CreateUIPolicy.html

- ServiceNow – https://docs.servicenow.com/bundle/tokyo-application-development/page/build/system-update-sets/concept/update-sets.html