

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

Template

Date	31 OCTOBER 2025
Team ID	NM2025TMID00531
Project Name	Educational Organization using serviceNow
Maximum Marks	4 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	Student Management	EDU-1	As an admin, I want to create and manage student records in ServiceNow.	3	High	N. Durga Mahendra
Sprint-1	Admission Portal	EDU-2	As a student, I should be able to submit an admission	4	High	R.S.S. Manoj

			request through the portal.			
Sprint-2	Workflow Automation	EDU-3	As the system, I should automatically route student admission requests to the admin/department head for approval.	5	High	N. Gowtham
Sprint-2	Progress Tracking	EDU-4	As a teacher, I should be able to enter and update student academic progress.	3	High	O. Sravani
Sprint-2	Parent Details Integration	EDU-5	As an admin, I want to store parent contact info and link it to student profiles.	2	Medium	N. Durga Mahendra
Sprint-3	Reporting Dashboard	EDU-6	As management, I want to generate reports for admissions and student	4	Medium	N. Durga Mahendra

			performance.			
Sprint-3	Testing & Validation	EDU-7	As a tester, I need to validate the workflows, forms, and reports work correctly.	3	High	R.S.S. Manoj
Sprint-3	Documentation	EDU-8	As a developer, I will document system design, sprint work, and testing results.	2	Medium	O. Sravani

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	18	6 Days	01 Feb 2026	06 Feb 2026	18	06 Feb 2026
Sprint-2	20	6 Days	07 Feb 2026	13 Feb 2026	19	13 Feb 2026
Sprint-3	22	6 Days	14 Feb 2026	20 Feb 2026	22	20 Feb 2026
Sprint-4	20	6 Days	21 Feb 2026	27 Feb 2026	20	27 Feb 2026



Velocity Calculation

Average Velocity = (Total Story Points Completed) / (Total Duration)

- Total Story Points Completed = **79**
- Total Duration = **24 Days**
- **Velocity = 79 / 24 = 3.29 story points per day**



Higher velocity shows improved productivity as work progressed.



Burndown Chart Description

A **burndown chart** tracks the remaining work (story points) across time in each sprint.

- **X-Axis:** Days in Sprint
- **Y-Axis:** Remaining Story Points
- Story points start at the sprint total and move toward **zero** as tasks are completed.
- For this project, the burndown trend shows **consistent progress and timely sprint completion**, indicating strong sprint planning and execution.