

# **Project Planning Phase – Summary Document**

**Date:** 4 November 2025

**Team ID :**NM2025TMID00231

**Project Name:** Educational Organisation Using ServiceNow

## **1. Objective**

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

## **1. Methodology**

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

## **1. Outcome**

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