

## Ideation Phase

### Problem & Solution Analysis

<b>Date</b>	2 NOVEMBER 2025
<b>Team ID</b>	NM2025TMID07809
<b>Project Name</b>	Educational Organization using ServiceNow
<b>Maximum Marks</b>	2 Marks

#### **Customer Problem Statement Template:**

Educational institutions face challenges in managing large volumes of student and faculty data across departments. Manual processes cause delays, errors, and poor coordination. A centralized ServiceNow-based system can automate admissions, attendance, and communication, ensuring real-time updates, reduced paperwork, and improved operational efficiency.

<b>Problem &amp; Solution Table</b>		
Problem	Description	Solution
Manual Admission Process	Admissions are handled on paper, leading to data entry errors and long processing times.	Automate the admission process using ServiceNow forms and workflows for faster, accurate student enrollment.
Lack of Centralized Student Information	Student data is stored in multiple systems, making it difficult to access and update.	Create a centralized Student Information Table in ServiceNow with role-based access for staff and faculty.
Poor Communication Between Departments	Departments rely on emails or manual messages, causing delays in coordination.	Implement automated workflows and notifications in ServiceNow to improve inter-department communication.
Difficulty Tracking Attendance and Fees	Manual tracking results in mismatched data and administrative workload.	Develop an attendance and fee management module in ServiceNow with real-time updates and reports.
No Feedback Collection Systeme	Students have no structured way to share feedback on courses or facilities.	Build a feedback form and dashboard in ServiceNow to collect and analyze student responses.

**Fig 1: Problem and Solution Mapping for Educational Organization System**

<b>Problem Statement (PS)</b>	<b>I am (Customer)</b>	<b>I'm trying to</b>	<b>But</b>	<b>Because</b>	<b>Which makes me feel</b>
<b>PS-1</b>	Administrator	Manage student and faculty data efficiently	the process is mostly manual	data is stored in separate systems and hard to update	stressed and overworked
<b>PS-2</b>	Student	Apply for leave and track academic progress online	the approval process is manual and slow	there's no centralized system for requests or updates	frustrated and uninformed

### **Problem Statement PS 1:**

As an **administrator**, I'm trying to manage student and faculty data efficiently, but most processes are manual and disconnected. Because the data is stored in different systems, updates are slow and error-prone, which makes it hard to maintain accuracy.

I need a centralized ServiceNow platform that automates data handling and synchronizes updates across departments to improve coordination and reduce workload.

### **Problem Statement PS 2:**

As a **student**, I want to apply for leave and check my academic status online, but the current process is manual and takes too long for approval. There's no unified system to track requests or receive timely updates.

I need an online ServiceNow portal that automates requests, provides real-time status updates, and improves communication between students and faculty.