

2. Project Planning Phase

Date	02 November 2025
NM_ID	E8134801B1EE0ABB927495C424A84A47
Project Title	Educational Organisation Using ServiceNow

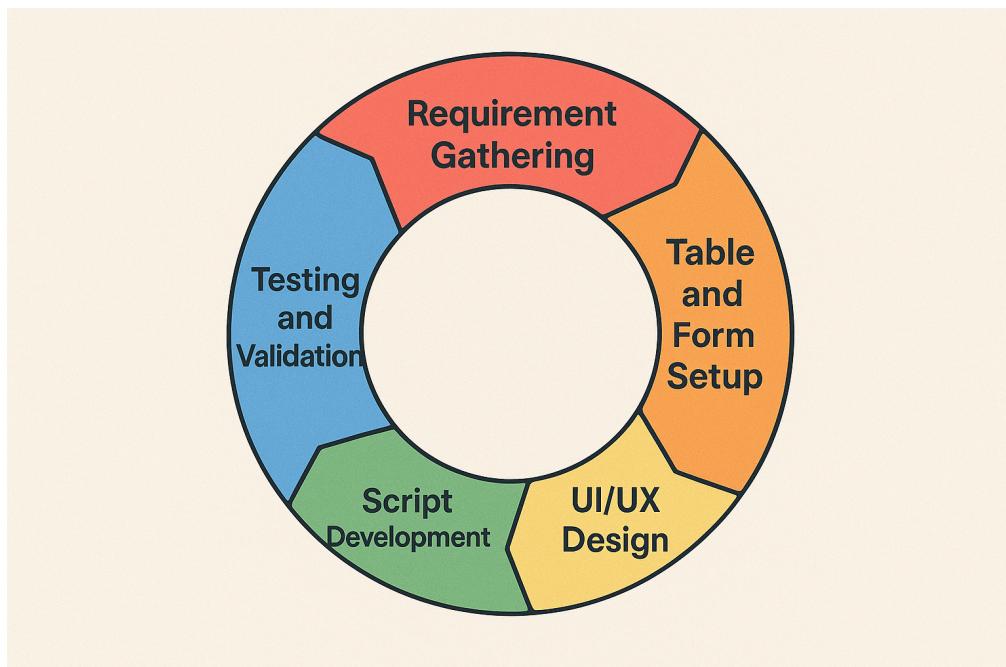
Description : This phase defines how and when the project components were planned, structured, and executed.

Key Planning Activities :

<i>Requirement Gathering</i>	Analyzing the needs of the educational system and identifying key functionalities.
<i>Table & Form Setup</i>	Creating Admission, Student Progress, and Result tables with their respective forms.
<i>UI/UX Design</i>	Designing a simple and user-friendly layout for data entry and review.
<i>Script Development</i>	Writing client scripts for automation (e.g., auto-calculate grade & percentage).
<i>Testing & Validation</i>	Checking all modules for errors and verifying record submissions.

Insights / Expected Outcomes :

This phase gave a complete picture of how the project would proceed. It ensured smooth coordination between different modules and minimized errors during development. By the end of planning, the team had a clear workflow, timeline, and strategy for building the application successfully.



Conclusion :

The planning phase gave a structured approach to the project. It outlined the workflow, scheduled activities, and identified the resources needed for smooth development, ensuring every task followed a clear timeline and objective.