

Project Planning Phase

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

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| Date | 13 November 2025 |
| Team ID | NM2025TMID07281 |
| Project Name | Educational Organisation using ServiceNow |
| 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 | Instance Setup | USN-1 | As a developer, I can request and configure a ServiceNow PDI. | 2 | High | Member 1 |
| Sprint-1 | Table Creation | USN-2 | As an admin, I can create Salesforce table and define columns. | 2 | High | Member 2 |
| Sprint-1 | Table Creation | USN-3 | As an admin, I can create Admission table with choice fields. | 3 | High | Member 3 |
| Sprint-1 | UI Design | USN-4 | As a developer, I can design form layout for Salesforce & Admission. | 3 | Medium | Member 4 |
| Sprint-2 | Client Scripts | USN-5 | As a developer, I can auto-populate form fields using onChange script. | 3 | High | Member 5 |
| Sprint-2 | Client Scripts | USN-6 | As a developer, I can implement pincode automation using client scripts. | 3 | Medium | Member 1 |
| Sprint-2 | Logic & Result | USN-7 | As a teacher, I can calculate total marks using onChange script. | 5 | High | Member 2 |
| Sprint-2 | Workflow | USN-8 | As an admin, I can configure process flow for admission status. | 3 | Medium | Member 3 |

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|---------------|--------------------------------------|--------------------------|---|---------------------|-----------------|---------------------|
| Sprint-3 | Progress Table | USN-9 | As an admin, I can create and configure Student Progress table. | 2 | Medium | Member 4 |
| Sprint | Functional Requirement (Epic) | User Story Number | User Story / Task | Story Points | Priority | Team Members |
| Sprint-3 | UI Design | USN-10 | As a developer, I can design form layout for Student Progress. | 2 | Low | Member 5 |
| Sprint-3 | Testing | USN-11 | As a tester, I can validate data flow and field automation. | 3 | High | Member 1 |
| Sprint-3 | Final Touches | USN-12 | As a developer, I can prepare screenshots and demo report. | 3 | Medium | Member 2 |

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 | 10 | 5 Days | 5 Feb 2025 | 9 Feb 2025 | 10 | 9 Feb 2025 |
| Sprint-2 | 14 | 5 Days | 10 Feb 2025 | 14 Feb 2025 | 14 | 14 Feb 2025 |
| Sprint-3 | 10 | 5 Days | 15 Feb 2025 | 19 Feb 2025 | 10 | 19 Feb 2025 |

Velocity Calculation

Total Story Points = 10 + 14 + 10 = 34

Number of Sprints = 3

Velocity = $34 / 3 = \sim 11.3$ Story Points per Sprint Burndown Chart

You can create your Burndown Chart using Visual Paradigm Online or in Excel using:

X-axis: Days (e.g., Day 1 to Day 5 for each Sprint)

Y-axis: Remaining Story Points

Line 1: Ideal Progress (Straight diagonal drop)

Line 2: Actual Progress (based on story points completed each day)