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

Date	27 December 2025
Team ID	
Project Name	An employee requests installation of licensed software through the Service Catalog
Maximum Marks	5 Marks

Product Backlog, Sprint Schedule, and Estimation (4 Marks)

Product Backlog & Sprint Planning Table

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Service Catalog Setup	USN-1	As an employee, I can submit a software installation request through the Service Catalog by providing required details.	3	High	Team
Sprint-1	Service Catalog Setup	USN-2	As a user, I can view structured fields like software name, version, justification, and urgency while submitting the request.	2	High	Team
Sprint-1	Validation & UI Policies	USN-3	As a system, mandatory fields must be enforced to prevent incomplete software requests.	2	High	Team
Sprint-2	Workflow Automation	USN-4	As a manager, I can approve or reject software requests through an automated approval workflow.	3	High	Team

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-2	Workflow Automation	USN-5	As an IT admin, catalog tasks should be auto-created and assigned after approval.	3	High	Team
Sprint-2	Notifications	USN-6	As a requester, I should receive email notifications for submission, approval, and completion.	2	Medium	Team
Sprint-3	Business Rules	USN-7	As a system, I want to handle license-unavailable scenarios by placing the request on hold and creating an incident.	3	Medium	Team
Sprint-3	Data Management	USN-8	As an IT team, I can track requests across REQ, RITM, and SCTASK tables.	2	Medium	Team
Sprint-3	Security & Compliance	USN-9	As an approver, I want proper audit trails for software request approvals.	2	Medium	Team
Sprint-4	Testing & Deployment	USN-10	As an admin, I can migrate configurations using Update Sets across instances.	3	High	Team
Sprint-4	Testing & Deployment	USN-11	As a user, I can see accurate status tracking in the Service Portal after deployment.	2	Medium	Team
Sprint-4	Documentation	USN-12	As a project team, we can document workflows, approvals, and deployment steps.	1	Low	Team

Project Tracker, Velocity & Burndown Chart (4 Marks)

Sprint Schedule & Tracking Table

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint End Date (Planned)	Story Points Completed	Sprint Release Date (Actual)
Sprint-1	9	6 Days	15 Feb 2025	20 Feb 2025	9	20 Feb 2025
Sprint-2	10	6 Days	22 Feb 2025	27 Feb 2025	10	27 Feb 2025
Sprint-3	7	6 Days	01 Mar 2025	06 Mar 2025	7	06 Mar 2025
Sprint-4	6	6 Days	08 Mar 2025	13 Mar 2025	6	13 Mar 2025

Velocity

Velocity represents the amount of work a team can complete in one sprint.

Example Calculation:

- Total Story Points completed per sprint ≈ 8
- Sprint Duration = 6 days

Average Velocity (AV):

AV = 8 story points per sprint

This velocity was used to plan future sprints and ensure realistic delivery timelines.

Burndown Chart

A **Burndown Chart** visually represents the remaining work versus time during a sprint.

Purpose in this project:

- Tracks daily progress of user stories
- Ensures sprint goals are met on time
- Identifies bottlenecks early in workflow automation or testing

The burndown chart was used to monitor progress across:

- Service Catalog creation
- Workflow configuration
- Approval testing
- Deployment using Update Sets