

Project Planning Phase

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

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|---------------|-----------------------------|
| Date | 01 November 2025 |
| Team ID | NM2025TMID08447 |
| Project Name | Laptop Request Catalog Item |
| 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 | Service Catalog Item Creation | USN-1 | As a catalog admin, I can create a new Laptop Request catalog item for employees. | 3 | High | Isaikumar K |
| Sprint-1 | For Design and Dynamic Fields | USN-2 | As an admin, I can add dynamic fields (e.g., laptop type, purpose, duration) that show/hide based on user input. | 4 | High | Isaikumar K |
| Sprint-2 | Form Reset Functionality | USN-3 | As a user, I can reset the form to clear all fields and start a new request easily. | 2 | Medium | Jegan J |
| Sprint-2 | Validation and Instructions | USN-4 | As a catalog designer, I can add validation rules and clear instructions to guide users while filling out the form. | 3 | High | UdhayaKumar P |
| Sprint-3 | Change Tracking and Governance | USN-5 | As a system admin, I can track all changes made to the catalog item for governance and deployment purposes. | 4 | High | UdhayaKumar P |
| Sprint-3 | Documentation | USN-6 | As a developer, I can document the design, configuration, and deployment steps for submission. | 3 | Medium | Rajeshkumar R |

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 | 6 | 2 Days | 25 Oct 2025 | 26 Oct 2025 | 6 | 05 June 2025 |
| Sprint-2 | 5 | 2 Days | 27 Oct 2025 | 28 Oct 2025 | 5 | 11 June 2025 |
| Sprint-3 | 5 | 3 Days | 29 Oct 2025 | 31 Oct 2025 | 5 | 18 June 2025 |
| Total | 16 | 7 Days | — | — | 16 Completed | 31 Oct 2025 |

Velocity

Average velocity = (Total Story Points Completed) / (Total Duration in Days)

Total: 16 points over 9 days → **Velocity=7/16=2.29 Story Points per Day**

Burndown Chart Summary

- **Platform:** *ServiceNow*
- **Project Duration:** 25 – 31 October 2025 (7 days)
- Each sprint successfully reduced remaining story points daily, reaching zero by the end of Sprint-3.
- The team maintained a **steady completion rate**, showing strong sprint discipline and time management within the ServiceNow development environment.

<https://www.visual-paradigm.com/scrum/scrum-burndown-chart/>

<https://www.atlassian.com/agile/tutorials/burndown-charts>

Reference:

<https://www.atlassian.com/agile/project-management>

<https://www.atlassian.com/agile/tutorials/how-to-do-scrum-with-jira-software>

<https://www.atlassian.com/agile/tutorials/epics>

<https://www.atlassian.com/agile/tutorials/sprints>

<https://www.atlassian.com/agile/project-management/estimation>

<https://www.atlassian.com/agile/tutorials/burndown-charts>