

Project Planning Phase

Date	2 November 2025
Team ID	NM2025TMID01266
Project Name	Laptop Request catalog Item
Maximum Marks	5 Mark

Product:Backlog,Sprint Schedule and Estimation(4marks):

Use the below template to create product backlog and sprint schedule

Sprint	Functional Requirements	User Story number	User Story/Task	Story Points	Priority	Team Members
Sprint-1	Laptop Request Creation	USN-1	As an employee, I want to submit a laptop request through the catalog	2	High	S.Anitha
Sprint-1	Manager Approval	USN-2	As an employee, I want to submit a laptop request through the catalog	2	High	T.Nadarajan
Sprint-2	Inventory Validation	USN-3	As an admin, I want to check if laptops are available before final approval.	4	High	J.S.Raj
Sprint-2	Status Tracking	USN-4	As a user, I want to track the status of my laptop request submission to delivery	3	High	L.Gowshick
Sprint-3	Testing and Validation	USN-5	As a tester, I want to verify the laptop request and approval workflow.	2	Medium	R.S.Kamal
Sprint-3	Documentation	USN-6	As a developer, I want to document the catalog item and record	3	Medium	V.Priyadevi

Project Tracker, Velocity and Burndown Chart:(4 marks)

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint Date End (Planned)	Story Points Completed (as on Planned End Date)	Sprint Release Date(Actual)
Sprint-1	20	6 Days	31 May 2025	05 June 2025	20	05 June 2025
Sprint-2	20	6 Days	05 June 2025	12 June 2025	20	12 June 2025
Sprint-3	20	6 Days	12 June 2025	19 June 2025	19	19 June 2025
Sprint-4	20	6 Days	19 June 2025	31 May 2025	20	31 May 2025

Velocity:

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

Total: 36 points over 24 days [®] **Velocity = 1.5 points/day**

Burndown Chart:

A burndown chart is a graphical representation of work left to do versus time. It helps teams track progress throughout the sprints and ensures timely delivery of the project milestones

Reference:

<https://servicenow.ibm.com/laptop-request>

<https://confluence.ibm.com/display/LT1059/Sprint-Tracking>

<https://drive.google.com/drive/folders/laptop-request-docs>