

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

Date	01 NOVEMBER 2025
Team ID	NM2025TMID03653
Project Name	Calculating Family Expenses using Service Now
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	Expense Entry Management	FEX-1	As a user, I can add family expenses with amount and category details.	3	High	Anagha J
Sprint-1	Category Setup	FEX-2	As an admin, I can create and manage expense categories	2	High	Arundhathi K
Sprint-2	Budget Configuration	FEX-3	As a user, I can set a monthly budget limit for each category and receive alerts if the limit is exceeded.	4	High	Ayishabi V B
Sprint-2	Report Generation	FEX-4	As a user, I can generate monthly or categorywise reports of total expenses.	3	High	Hanna Parvin K
Sprint-3	Dashboard & Visualization	FEX-5	As a user, I can view a graphical dashboard showing expense summaries and trends.	3	Medium	Arundhathi K

Sprint-3	Documentation	FEX-6	As a developer, I want to document the system architecture, modules, and testing results for submission.	2	Medium	Ayishabi V B
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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	6 Days	01 Nov 2025	06 Nov 2025	10	06 Nov 2025
Sprint-2	12	6 Days	07 Nov 2025	12 Nov 2025	12	12 Nov 2025
Sprint-3	10	6 Days	13 Nov 2025	18 Nov 2025	9	18 Nov 2025
Sprint-4	8	6 Days	19 Nov 2025	24 Nov 2025	8	24 Nov 2025

Velocity

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

Total: 39 points over 24 days → **Velocity = 1.63 points/day**

This means that, on average, the team completes **1.63 story points per day**, which indicates steady progress in implementing features such as expense tracking, category setup, payment integration, and dashboard visualization.

Burndown Chart:

A **burn down chart** visually represents the amount of **work remaining versus time** throughout the project. It helps track the team's progress and ensures that the project stays on schedule.

In this project, the burndown chart demonstrates how the total workload decreases as the tasks are completed during each sprint.

Sprint Breakdown:

- **Sprint 1:** Expense entry form creation and category setup
- **Sprint 2:** Budget configuration and data validation
- **Sprint 3:** Report generation and dashboard visualization
- **Sprint 4:** Final testing, bug fixing, and documentation

The **downward trend** in the chart signifies consistent completion of tasks and measurable progress toward completing the **Family Expense Management System**.

References

- ServiceNow Documentation — Official platform documentation for form creation, scripting, and workflow management.
- W3Schools – JavaScript Tutorial — Used for client-side scripting and form validation.
- MDN Web Docs – HTML & CSS — Reference for designing and structuring UI forms.

- [GeeksforGeeks – ServiceNow Tutorials](#) — For understanding ServiceNow application development basics.
- [TutorialsPoint – ServiceNow](#) — Additional learning resource for scripting and automation.
- [Atlassian Agile Guides](#) — Concepts related to agile planning, velocity, and burndown charts used in the project documentation.