Project Planning Phase

Date	23-09-2025
Team ID	NM2025TMID00843
Project name	Educational Organization using ServiceNow
Maximum Marks	5 Marks

Project Planning Phase – Educational Organization Using ServiceNow

The Project Planning Phase defines the roadmap for developing a cloud-based management system using ServiceNow to enhance academic and administrative operations within an educational institution. This phase ensures that project objectives, timelines, resources, and deliverables are clearly established prior to implementation. It also provides a structured framework for managing progress through iterative sprints using agile methodologies.

Product Backlog, Sprint Schedule & Estimation Table

Sprint	Backlog ID	Feature / Task	Description	Priority	Story Points	Estimated Hours
1	PB01	User Authentication	Secure login for students, staff, and administrators	High	8	14
1	PB02	Requirement Analysis & Setup	Gather requirements and configure ServiceNow environment	High	7	12
2	PB03	Student Management Module	Manage student profiles, courses, and attendance	High	10	18
2	PB04	Staff Management Module	Manage staff details, departments, and roles	High	8	14
3	PB05	Course Management	Add, update, and delete course information	Medium	6	10

3	PB06	Event Scheduling	Create and manage institutional events	Medium	5	8
3	PB07	Workflow Automation	Automate approval and reporting processes	High	10	18
4	PB08	Reports & Analytics	Generate reports and dashboards for performance tracking	Medium	6	10
4	PB09	Notifications & Alerts	Send alerts for announcements and attendance updates	Low	4	6
4	PB10	Feedback & Documentation	Create feedback forms and project documentation	Medium	5	8

Summary:

- **Total Story Points:** 69

- **Total Estimated Hours:** ≈ 118 hours

- **Project Duration:** 4 weeks (4 Sprints)

Project Tracker, Velocity & Burndown Chart

Sprint	Tasks / Modules	Planned Story Points	Completed Story Points	Velocity (Points per Sprint)	Work Completed (%)	Work Remaining (Story Points)
1	Requirement Analysis, Environment Setup, User Authentication	15	14	14	22%	55

2	Student & Staff Management Modules	18	16	16	46%	39
3	Course Management, Event Scheduling, Workflow Automation	21	18	18	73%	21
4	Reports, Notifications, Feedback, Documentation	15	—	—	100% (Expected)	0

Summary:

- **Total Planned Story Points:** 69

- **Total Completed Story Points (as of Sprint 2):** 30

- **Average Velocity:** 15 story points per sprint

- **Estimated Completion:** End of Sprint 4

- **Project Tracker:** Monitors task completion, sprint progress, and time allocation

- **Velocity:** Measures average completion rate per sprint

- **Burndown:** Tracks remaining story points to visualize project progress