

Project Planning Phase

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

Team ID	NM2025TMID01180
Project Name	Educational Organisation using ServiceNow
Maximum Marks	

Product Backlog, Sprint Schedule, and Estimation

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	Instance Setup	USN-1	As a developer, I can request and configure a ServiceNow PDI.	2	High	Member 1
Sprint-1	Table Creation	USN-2	As an admin, I can create Salesforce table and define columns.	2	High	Member 2
Sprint-1	Table Creation	USN-3	As an admin, I can create Admission table with choice fields.	3	High	Member 3
Sprint-1	UI Design	USN-4	As a developer, I can design form layout for Salesforce & Admission.	3	Medium	Member 4
Sprint-2	Client Scripts	USN-5	As a developer, I can auto-populate form fields using onChange script.	3	High	Member 5
Sprint-2	Client Scripts	USN-6	As a developer, I can implement pincode automation using client scripts.	3	Medium	Member 1
Sprint-2	Logic & Result	USN-7	As a teacher, I can calculate total marks using onChange script.	5	High	Member 2
Sprint-2	Workflow	USN-8	As an admin, I can configure process flow for admission status.	3	Medium	Member 3

Sprint-3	Progress Table	USN-9	As an admin, I can create and configure Student Progress table.	2	Medium	Member 4
Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-3	UI Design	USN-10	As a developer, I can design form layout for Student Progress.	2	Low	Member 5
Sprint-3	Testing	USN-11	As a tester, I can validate data flow and field automation.	3	High	Member 1
Sprint-3	Final Touches	USN-12	As a developer, I can prepare screenshots and demo report.	3	Medium	Member 2

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	5 Days	15 Oct 2025	19 Oct 2025	10	19 Oct 2025
Sprint-2	14	5 Days	20 Oct 2025	24 Oct 2025	14	24 Oct 2025
Sprint-3	10	5 Days	25 Oct 2025	30 Oct 2025	10	3 Oct 2025

Velocity Calculation

Total Story Points = 10 + 14 + 10 = 34

Number of Sprints = 3

Velocity = 34 / 3 = ~11.3 Story Points per Sprint **Burndown Chart**

You can create your Burndown Chart using Visual Paradigm Online or in Excel using:

X-axis: Days (e.g., Day 1 to Day 5 for each Sprint)

Y-axis: Remaining Story Points

Line 1: Ideal Progress (Straight diagonal drop)

Line 2: Actual Progress (based on story points completed each day)