PROJECT PLANNING PHASE

Date	01-11-2025
Team ID	NM2025TMID01717
Project name	Calculating Family Expenses Using Service Now

Purpose of the Planning Phase:

The main purpose of the project planning phase is to create a clear plan for how our team will build and complete the "Calculate Family Expenses" application using ServiceNow.
This phase helps us decide what tasks to do, who will do them, what tools are needed, and how much time each step will take.

Project Overview:

This project aims to build a **ServiceNow application** that helps families easily **record, track, and analyze their daily expenses**.
The system will have two main tables:

- **Daily Expense Table** – for adding everyday expenses

- **Family Expenses Table** – for showing the total monthly or category-wise expenses

It will also include features like **budget setup**, **budject calculation** and **dashboards** to display expense summaries.

Project Goals:

- To record and manage daily and monthly family expenses in ServiceNow.

- To help budget tracking and send alerts when expenses exceed limits.

- To provide clear visual reports using dashboards.

- To help users understand their spending patterns and improve budgeting habits.

Project Deliverables:

At the end of the project, our team will deliver:

1. **Family Expenses Table** and **Daily Expense Table**
2. **Forms** for entering and updating expenses
3. **Dashboard Reports** for monthly and category-wise expense tracking
4. **Project Report and Presentation Slides**

Team Roles and Responsibilities:

Role	Responsibility
Team Leader	Manage the project and assign tasks
Developer	Create tables, forms, and workflows
Tester	Check system functions and report bugs
Documentation Lead	Write project report and prepare presentation

Resources Needed:

Platform: ServiceNow Developer Instance

Tools: Flow Designer, Tables, and Dashboard modules

Hardware: Laptop or desktop with Internet access

Software: Any web browser (e.g., Chrome, Edge)

Team Members: 3–5 students

Conclusion:

This project plan gives our team a clear direction for developing the "Calculate Family Expenses" system.
With proper time management, teamwork, and use of ServiceNow tools, we aim to complete the project successfully