

Project Planning Phase

Date: 03 NOV 2025

Team ID: NM2025TMID01577

Project Name: Educational Organization Management Using ServiceNow

Educational Organization Using ServiceNow

The **Project Planning Phase** plays a vital role in structuring and organizing the development of the *Educational Organization Management System using ServiceNow*. This phase focuses on defining the project scope, setting objectives, distributing responsibilities, and scheduling tasks in a way that ensures systematic and efficient implementation. It involves careful preparation of the **product backlog**, **sprint planning**, **user stories**, and **time estimation** to achieve the project's overall goals.

Purpose of the Planning Phase

The main objective of this phase is to transform the project concept into a detailed, actionable plan. It ensures that all team members clearly understand the project goals and deliverables. In the context of an educational organization, this phase aims to identify and organize all essential modules — such as student management, course tracking, faculty workflows, and communication systems — to be automated within ServiceNow.

By dividing the entire project into smaller, manageable sprints, each phase can be completed efficiently while maintaining high quality and consistency. This approach enables the team to work collaboratively, adapt to challenges, and continuously improve the system based on user feedback.

Sprint and Task Management

In the **Agile project methodology**, the planning phase involves breaking down the project into **sprints** — short, time-bound cycles focused on delivering specific functionalities.

For instance, the first sprint may involve creating student and faculty data tables, while subsequent sprints focus on automating approval workflows, integrating dashboards, and developing reporting tools. Each sprint includes a set of **user stories** that describe what each user (admin, faculty, or student) should be able to do in the system. These stories are assigned **story points** based on complexity and priority, helping the team estimate the effort and duration required.

Through this structured approach, progress can be monitored using **velocity charts** and **burndown charts**, which visualize task completion rates and help identify bottlenecks early in the process.

Outcome of the Planning Phase

By the end of the Project Planning Phase, the team achieves a clear roadmap for the development of the educational management system. Roles are defined, timelines are set, and dependencies are identified.

This ensures smooth execution in later stages and minimizes risks related to scheduling or task overlap. Ultimately, this phase lays the foundation for a **transparent, efficient, and agile project workflow**, ensuring the successful implementation of ServiceNow as a centralized educational management platform.