

## Project Planning Phase

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

#### **Product Backlog, Sprint Schedule, and Estimation (4 Marks)**

Use the below template to create product backlog and sprint schedule

<b>Functional Sprint Requirement (Epic)</b>	<b>User Story Number</b>	<b>User Story / Task</b>	<b>Story Points</b>	<b>Team Priority</b>
<b>Members</b>				
Sprint- Catalog Item 1      Creation	USN-1	As an admin, I can create a laptop request catalog item in ServiceNow.  As an admin, I can add variables (Laptop Model,	2	High      mathavan s

Sprint- Variable	USN-2	3					
Justification, Accessories, Accessories Details) to							
1	Configuration the catalog item.	High					
Sprint- UI Policy Creation	As a system user, I can create a Catalog UI Policy that dynamically displays “Accessories Details” when “Additional Accessories” is checked.	Abishek i					
2	USN-3 As an admin, I can create a “Reset Form” UI Action to clear form entries instantly. UI	4 High velkumar j					
Sprint- Action Setup	USN-4 Functional Sprint Requirement Priority	3 Medium Velchandru c					
2	User Story	User Story / Task	Story	Team (Epic)	Number	Points	Members
Sprint- Update Set Export	3	USN-5	As a developer, I can export the update set to another instance for deployment and testing.	3	Medium	mathavan s	
Sprint- Testing &			As a tester, I can test the catalog form behavior				

4	Validation USN-6	and ensure UI Policy and UI Action work as expected.	3	
Sprint- Documentation		As a developer, I can document the architecture, design, and testing process for final submission.	High	Abishek I
5	USN-7 2	Medium Velkumar J		

#### Project Tracker, Velocity & Burndown Chart: (4 Marks)

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint End Date (Planned)	Sprint- Velocity	Story Points Completed (as on Planned End Date) (Actual)	Sprint Release Date
			27 October 2025	28 October 2025	4		
Sprint- 1	20	6 Days	28 October 2025	29 October 2025	20		28 October 2025
Sprint- 2	20	6 Days	29 October 2025	30 October 2025	20		29 October 2025
Sprint- 3	20	6 Days	31 October 2025	01 November 2025	19		30 October 2025

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

Total: 79 Story Points over 24 Days → Velocity = 3.29 Points/Day **Burndown**

### Chart:

A Burndown Chart is a graphical representation of the remaining work versus time for each sprint. It helps track sprint progress and visualize the completion rate of tasks over the sprint timeline. In this project, the burndown chart shows consistent progress across all four sprints, demonstrating steady task completion and sprint reliability.

### References

- ServiceNow – <https://www.servicenow.com/products/service-catalog.html>
- ServiceNow Documentation – <https://docs.servicenow.com/bundle/tokyo-it-service-management/page/product/servicecatalog-management/task/create-catalog-item.html>
- ServiceNow UI Policy and UI Action Guide – [https://docs.servicenow.com/bundle/tokyo-servicenowplatform/page/script/uipolicy/task/t\\_CreateUIPolicy.html](https://docs.servicenow.com/bundle/tokyo-servicenowplatform/page/script/uipolicy/task/t_CreateUIPolicy.html)
- ServiceNow – <https://docs.servicenow.com/bundle/tokyo-application-development/page/build/systemupdatesets/concept/update-sets.html>