

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

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

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

| | | | | | | | | |
|---|---------------|---|-----------------|--------------|-------------------------------|---------------------|------|--------------|
| 4 | Validation | and ensure UI Policy and UI Action work as | | | | | | |
| | USN-6 | expected. | | | | 3 | | |
| Sprint- | | As a developer, I can document the architecture, | | | | | High | Abishek I |
| | Documentation | design, and testing process for final submission. | | | | | | |
| 5 | USN-7 2 | Medium Velkumar J | | | | | | |
| Project Tracker, Velocity & Burndown Chart: (4 Marks) | | | | | Sprint- | | | |
| | Total Story | Sprint Start | Sprint End Date | | 20 | | | |
| Sprint | Duration | (Planned) | | 4 | | | | |
| | Points | Date | | Velocity | | | | |
| Sprint- | | 27 | October 28 | October 2025 | Story Points Completed (as on | Sprint Release Date | | |
| | 20 | 2025 | | | Planned End Date) | (Actual) | | |
| 1 | 6 Days | 28 | October 29 | October 2025 | 20 | | 28 | October 2025 |
| Sprint- | | 2025 | | | | | | |
| | 20 | 6 Days | 29 | October 30 | October 2025 | 20 | | 29 |
| 2 | | 2025 | | | | | | October 2025 |
| Sprint- | 6 Days | 31 | October | 01 | November 2025 | 19 | | 30 |
| | 20 | 2025 | | | | | | October 2025 |
| 3 | 6 Days | | | | | | | |

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-servicemanagement/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
- ServiceNow – <https://docs.servicenow.com/bundle/tokyo-application-development/page/build/systemupdatesets/concept/update-sets.html>