

# Project Planning Phase

Team ID	LTVIP2026TMIDS36010
Project Name	Educational Organization Using ServiceNow

Functional Requirement	User Story	No of Activity	Team Member
SERVICENOW INSTANCE	As admin, I want to create and configure a new ServiceNow instance, So that I can digitize and manage processes like student admissions, attendance, and staff records efficiently.	1	Kanna Priyadarshini
UPDATE SET	As user, in an educational organization, I want to create and manage Update Sets, So that I can capture and move customizations related to student admissions, attendance tracking, and faculty management from the development instance to the testing or production instance efficiently.	2	Kondu Shesikala
TABLE	As a user , I want to create a custom table to store student records,So that I can securely manage and retrieve student information such as personal details, academic history, and admission status in a structured format.	3	Dumpal Sindhu
FORM LAYOUT	As a user, I want to design a structured and user-friendly form layout for student admissions, So that admission staff can easily enter, view, and update student details in an organized and efficient manner.	4	Ummadi RamyaSree
FORM DESIGN	As a user , I want to design a customized form for student data entry and display,So that staff can efficiently input, update, and view student records with a clean, logical, and user-friendly interface.	1	Kanna Priyadarshini
NUMBER MAINTENANCE	As a user , I want to design a customized form for student data entry and display,So that staff can efficiently input, update, and view student records with a clean, logical, and user-friendly interface.	2	Kondu Shesikala

PROCESS FLOW	As a user , I want to design a clear and automated process flow for student admissions,So that all departments	3	Dumpal Sindhu
	involved admissions, finance, academic can follow a consistent, step-by-step process and ensure timely and accurate completion of each stage.		
CLIENT SCRIPTS	As a developer , I want to create client scripts for the student admission form, So that I can enhance the user experience by automatically populating fields, validating inputs, and controlling field visibility on the client side.	4	Ummadi RamyaSree

