Project Planning Phase

Project Planning Template

Date	31 October 2025
Team ID	26F183223D3726BBDE54BD8DC6085AFC
Project Name	Optimize User, Group, and Role Management with Access Control and Workflow
Maximum Marks	5 Marks

Team Head: Esakkiammal

Team Members: Jeeva, Varshini, and Shalini

Let's now update the **project planning schedule** to reflect your actual team names and roles. Below is a professional, detailed version that you can include directly in your **project report** or **presentation**.

Poject Planning Schedule

Project Title: Optimizing User, Group, and Role Management with Access Control and Workflows

Platform: ServiceNow

Team Members:

Role	Name
Team Head (Project Manager)	**Esakkiammal. M**
Team Member (Developer)	**Jeeva. M**
Team Member (Workflow & ACL Specialist)	**Varshini. U**
Team Member (Documentation & Testing Lead)	**Shalini. S**

Project Duration: 5 Weeks

WEEK 1 – Project Planning & Setup

Task	Description	Assigned To	Deliverables	Duration
1. Requirement Gathering	Identify project objectives, workflow needs, and user roles	Esakkiammal & Team	Requirement Specification Document	1 day
2. ServiceNow Environment Setup	Access and verify the ServiceNow instance	Jeeva	Working ServiceNow environment	0.5 day

Task	Description	Assigned To	Deliverables	Duration
3. Define User Roles & Access Plan	Plan for Users, Groups, and Role hierarchy	Esakkiammal & Varshini	Access Control Structure Plan	1 day
4. Create Project Plan & Timeline	Prepare project schedule and task allocation	Shalini	Project Timeline Document	0.5 day

WEEK 2 – User, Group, and Role Configuration

Task	Description	Assigned To	Deliverables	Duration
1. Create Users	Create Esakkiammal (Project Manager) & Bob (Team Member) users in ServiceNow	Jeeva	User Records Created	0.5 day
2. Create Groups	Create Project and Team groups	Varshini	Group Records Created	0.5 day
3. Create Roles	Define roles such as Project Manager and Team Member	Varshini	Roles Created in System	0.5 day
4. Assign Users to Groups & Roles	Assign Esakkiammal and Bob to correct groups and roles	Jeeva	Role & Group Mapping Completed	0.5 day
5. Documentation	Record step-by-step configuration with screenshots	Shalini	Documentation of User & Group Setup	1 day

WEEK 3 – Table & Access Control Configuration

Task	Description	Assigned To	Deliverables	Duration
1. Create Tables	Create "Project Table" and "Task Table"	Jeeva	Tables Created in ServiceNow	0.5 day
2. Assign Table Access	Assign proper roles to application modules	Varshini	Application Access Set	0.5 day
3. Create Access Control Lists (ACLs)	Define ACLs for read, write, and edit permissions	Varshini	ACLs Created	1 day
4. Test Access Control	Impersonate users and verify permissions	Shalini	Access Control Testing Report	0.5 day

WEEK 4 – Workflow (Flow Designer) Creation

Task	Description	Assigned To	Deliverables	Duration
1. Create Flow	Design a flow triggered when a new task record is created	Jeeva	Initial Flow Created	0.5 day
2. Add Update Action	Auto-update "status" to Completed	Jeeva	Update Action Configured	0.5 day
3. Add Approval Action	Add approval step for Esakkiammal as approver	Varshini	Approval Flow Configured	0.5 day
4. Test Workflow	Test the flow using impersonation (Bob → Esakkiammal)	Shalini	Workflow Test Results	1 day
5. Debug and Validate	Fix errors and confirm correct flow execution	Jeeva & Varshini	Verified Workflow	0.5 day

WEEK 5 – Review, Documentation & Presentation

Task	Description	Assigned To	Deliverables	Duration
1. Compile Documentation	Combine screenshots, explanations, and flow steps	Shalini	Final Project Report	2 days
2. Review Meeting	Team Head reviews final output and verifies configuration	Esakkiammal	Approved Final Version	0.5 day
3. Prepare Presentation	Create PowerPoint slides or demo video	Shalini & Varshini	Presentation File	1 day
4. Final Submission	Submit report and present to guide/faculty	All	Project Submitted	0.5 day

Deliverables Summary

Phase	Key Outputs
Planning	Requirements, Role Plan, Timeline
Configuration	Users, Groups, Roles Created
Access Control	ACLs and Permissions Verified
Workflow	Automated Task Flow & Approval
Final Output	Report, Screenshots, Presentation