Project Planning Phase

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

Date	22 June 2025
Team ID	LTVIP2025TMID31451
Project Name	Workforce Administration Solution (dev)

Product Backlog, Sprint Schedule, and Estimation :

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Employee Registration	USN-1	As a user, I can register using form/ email, /password.	3	High	Vulli V Durga Ganga Satya Geethika
Sprint-1	Registration	USN-2	As a user, I receive a confirmation email upon registration	2	High	Yedida Vinitha
Sprint-2	Attendance Management	USN-3	As a user, I can mark my attendance daily	2	Medium	Vulli V Durga Ganga Satya Geethika
Sprint-2	Attendance Tracking	USN-4	As an admin, I can view monthly attendance records	3	High	Yedida Vinitha
Sprint-3	Leave Management	USN-5	As a user, I can apply for leave	2	High	Yedida Vinitha
Sprint-3	Leave Management	USN-6	As a manager, I can approve/reject leave applications	2	Medium	Vulli V Durga Ganga Satya Geethika
Sprint-4	Payroll Processing	USN-7	As HR, I can generate employee payslips	3	High	Vulli V Durga Ganga Satya Geethika
Sprint-4	Dashboard & Reports	USN-8	As Admin, I can view reports of leaves, attendance, and payroll	3	Medium	Yedida Vinitha

Project Tracker, Velocity & Burn down Chart:

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint End Date (Planned)	Story Points Completed (as on Planned End Date)	Sprint Release Date (Actual)
Sprint-1	20	2 Days	20 June 2025	21 June 2025	20	21 June 2025
Sprint-2	20	2 Days	21 June 2025	22 June 2025	18	23 June 2025
Sprint-3	20	2 Days	23 June 2025	24 June 2025	19	24 June 2025
Sprint-4	20	2 Days	25 June 2025	26 June 2025	20	26 June 2025

Velocity:

Imagine we have a 10-day sprint duration, and the velocity of the team is 20 (points per sprint). Let's calculate the team's average velocity (AV) per iteration unit (story points per day)

$$AV = \frac{sprint\ duration}{velocity} = \frac{20}{10} = 2$$

Burndown Chart:

A burn down chart is a graphical representation of work left to do versus time. It is often used in agile software development methodologies such as Scrum. However, burn down charts can be applied to any project containing measurable progress over time.
A burn down chart tracks how much work (in story points) remains to be completed versus time. It helps visualize if you're on track to finish all tasks by the end of the sprint or project.

➢ How It Works

The Planned line drops steadily from 80 → 0 over 10 days.

The Actual line may vary but should ideally meet the planned line by the end.

➢ Key Terms

Planned Line: Ideal progress path.

Actual Line: Real progress based on completed story points.

Gap between lines: Shows delay or ahead-of-schedule progress.