Project Planning Phase

Date	02-11-2025
Team ID	NM2025TMID02428
Project name	Educational Organization using ServiceNow
Maximum Marks	5 Marks

Project Planning Phase – Educational Organization Using ServiceNow:

The **project planning phase** for the **Educational Organization Using ServiceNow** centres on outlining a clear roadmap for developing a **cloud-based management system** that optimizes academic and administrative operations within an educational institution. This phase ensures that all **goals, resources, timelines, and deliverables** are thoroughly defined and aligned prior to implementation.

Product Backlog, Sprint Schedule & Estimation Table:

Sprint	Backlog ID	Feature / Task	Description	Priority	Story Points	Estimated Hours
1	PB01	User Authentication	**Secure login** system for **students, staff, and administrators** to ensure authenticated and protected access.	High	8	14
1	PB02	Requirement Analysis & Setup	Collect **system requirements** and **set up the ServiceNow environment** for development and customization.	High	7	12
2	PB03	Student Management Module	Manage student profiles, courses, and attendance	High	10	18
2	PB04	Staff Management Module	Manage staff details, departments, and roles	High	8	14
3	PB05	Course Management	Add, update, and delete course details	Medium	6	10
3	PB06	Event Scheduling	Organize and oversee institutional events.	Medium	5	8
3	PB07	Workflow Automation	Streamline approval and reporting workflows through automation.	High	10	18
4	PB08	Reports & Analytics	Generate reports and dashboards	Medium	6	10
4	PB09	Notifications & Alerts	Send alerts for announcements and attendance	Low	4	6
4	PB10	Feedback & Documentation	Develop feedback forms and maintain system documentation.	Medium	5	8

Summary:

- **Total Story Points:** 69

- **Total Estimated Hours:** ~118 hours

- **Project Duration:** 4 weeks (4 Sprints)

Project Tracker, Velocity & Burndown:

Sprint	Tasks / Modules	Planned Story Points	Completed Story Points	Velocity (Points per Sprint)	Work Completed (%)	Work Remaining (Story Points)
1	Requirement Analysis, Environment Setup, User Authentication	15	14	14	22%	55
2	Student & Staff Management Modules	18	16	16	46%	39
3	Course Management, Event Scheduling, Workflow Automation	21	18	18	73%	21
4	Reports, Notifications, Feedback, Documentation	15	—	—	100% (Expected)	0

Summary:

- **Total Planned Story Points:** 69

- **Total Completed Story Points (as of Sprint 2):** 30

- **Average Velocity:** 15 story points per sprint

- **Estimated Completion:** End of Sprint 4

- **Project Tracker:** Tasks, progress, and sprint durations

- **Velocity:** Story points completed in each sprint.

- **Burndown:** Story points remaining across the project timeline.