

# **PROJECT PLANNING PHASE**

Date	01/11/2025
Team ID	NM2025TMID04001
Project Name	<b>Calculating Family Expenses using Service Now</b>

## **Purpose of Planning Phase**

The purpose of the planning phase is to define the roadmap for the project. It helps in identifying the requirements, resources, and timeline needed to develop the Family Expense Calculation System in ServiceNow. This phase ensures that every task is well-organized, risks are minimized, and the project progresses smoothly toward achieving its goals.

## **Project Goals**

- Track and manage family expenses easily
- Record daily family expenses
- Generate monthly and yearly reports.
- Help in better financial planning.

## **Project Overview**

The project "Calculating Family Expense Using ServiceNow" focuses on developing a system that helps users record and analyze their family expenses easily. The application allows users to enter daily spending, categorize it, and calculate total expenses automatically. Using ServiceNow's features, it provides reports and insights to support better financial planning and budgeting.

It uses two main tables:

- Daily Expense Table: Records everyday spending with details like date, category, and amount.
- Family Expense Table: Summarizes total monthly or yearly expenses.

This project helps families control their spending and plan their budget effectively.

## **Project Deliverables**

1. ServiceNow Application – A working application to record and calculate family expenses.
2. Daily Expense Table – Stores daily expense details like date, category, and amount.
3. Family Expense Table – Summarizes total monthly or yearly expenses.
4. Expense Reports – Automatically generated reports showing total and categorized spending.
5. User Interface – Simple and user-friendly forms for entering and viewing expenses.
6. Documentation – Project report including objectives, design, workflow, and testing details

## **Team Roles and Responsibilities**

Project Leader: Manages the project and assigns tasks.

Developer: Builds the ServiceNow application.

Tester: Checks the app for errors and performance.

Documenter: Prepares the project report and records progress.

## **Resources Needed**

Hardware: Computer or laptop with internet access

Software: ServiceNow platform, web browser

Tools: ServiceNow Studio, Tables, Forms, Workflows

Human Resources: Project leader, developer, tester, documenter

Other: Project documentation materials and user manuals

## **Conclusion**

The planning phase played a key role in defining the direction of the “Calculating Family Expense Using ServiceNow” project. During this phase, the team identified the project goals, required resources etc. Proper task division and risk analysis were also completed to ensure smooth execution.