

## Project Planning Phase

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

Date	19 February 2026
Team ID	LTVIP2026TMIDS47361
Project Name	<b>Importing &amp; Securing Data in ServiceNow</b>
Maximum Marks	5 Marks

#### Product Backlog, Sprint Schedule, and Estimation (4 Marks)

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Data Import Setup	USN-1	As an Admin, I can upload a CSV file into ServiceNow	2	High	K Pavithra
Sprint-1	Data Import Setup	USN-2	As an Admin, I can configure Import Set Table	3	High	K Pavithra
Sprint-1	Data Import Setup	USN-3	As an Admin, I can create Transform Map	3	High	K Pavithra
Sprint-1	Employee Mapping	USN-4	As a System, I can link Employee reference to sys_user table	3	High	K Shanmukha Priya
Sprint-1	Security Configuration	USN-5	As an Admin, I can create roles (Admin, HR, Manager, Employee)	2	High	K Shanmukha Priya
Sprint-2	Security Configuration	USN-6	As an Admin, I can configure ACL rules	3	High	K Shanmukha Priya
Sprint-2	Reporting	USN-7	As a Manager, I can generate department-wise report	3	High	P Sai Charitha
Sprint-2	Reporting	USN-8	As a Manager, I can generate employee-wise report	3	Medium	P Sai Charitha
Sprint-2	Dashboard	USN-9	As a Manager, I can view analytics dashboard	5	High	A Kavya
Sprint-2	Testing & Optimization	USN-10	As a N Chandana, we can perform bulk import testing	2	Medium	N Chandana

### **Project Tracker, Velocity & Burndown Chart: (4 Marks)**

Sprint	Total Story Points	Duration	Sprint Start Date	Sprint End Date (Planned)	Story Points Completed	Sprint Release Date (Actual)
Sprint-1	13	7 Days	01 Mar 2026	07 Mar 2026	13	07 Mar 2026
Sprint-2	16	7 Days	09 Mar 2026	15 Mar 2026	16	15 Mar 2026

#### **Velocity:**

Total Story Points =  $13 + 16 = 29$

Number of Sprints = 2

Velocity =  $29 / 2$

**Velocity = 14.5 ≈ 15 Story Points per Sprint**

#### **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.  
In this project:

Sprint Duration = 7 Days

Total Story Points per Sprint ≈ 15

Daily Work Completion ≈ 2–3 Story Points per Day