

Project Planning Phase

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

Date	27 June 2025
Team ID	LTVIP2025TMID31198
Project Name	Laptop Request Catalog Item
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	Create Local Update Set	USN-1	As a user, I can create and activate a local update set to capture all changes.	2	High	M Vijayteja
Sprint-1	Create Service Catalog Item	USN-2	As a ServiceNow admin, I want to create a catalog item called "Laptop Request" so that employees can request laptops easily.	2	High	Pavani p
Sprint-1	Add Variables	USN-3	As a user, I want to see fields like laptop model, justification, and accessories on the form so that I can submit detailed requests.	2	High	Pavani p
Sprint-1	Create Catalog UI Policies	USN-4	As an admin, I want to apply UI policies so that some fields appear or become mandatory based on user input.	1	Medium	Mummid Lakshmi Tayaru
Sprint-2	Create UI Action	USN-5	As a user, I want a reset button on the form so that I can clear all fields with a single click.	1	Medium	Manikya Reddy
Sprint-2	Export Changes to another Instances	USN-6	As a developer, I want to export the update set so that I can migrate changes to another ServiceNow instance.	2	High	M Vijayteja
Sprint-2	Retreiving the update set	USN-7	As an admin, I want to import and commit the update set in the target instance so that I get all updates successfully.	3	High	Manikya Reddy
Sprint-2	Test Catalog Item	USN-8	As a user, I want to test the catalog item to ensure dynamic behavior (like field visibility) works correctly.	3	High	Mummid Lakshmi Tayaru

Project Tracker, Velocity : (4 Marks)

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	8	8 Days	13 Jun 2025	20 Jun 2025	8	20 Jun 2025
Sprint-2	8	8 Days	21 June 2025	28 June 2025	8	28 Jun 2025

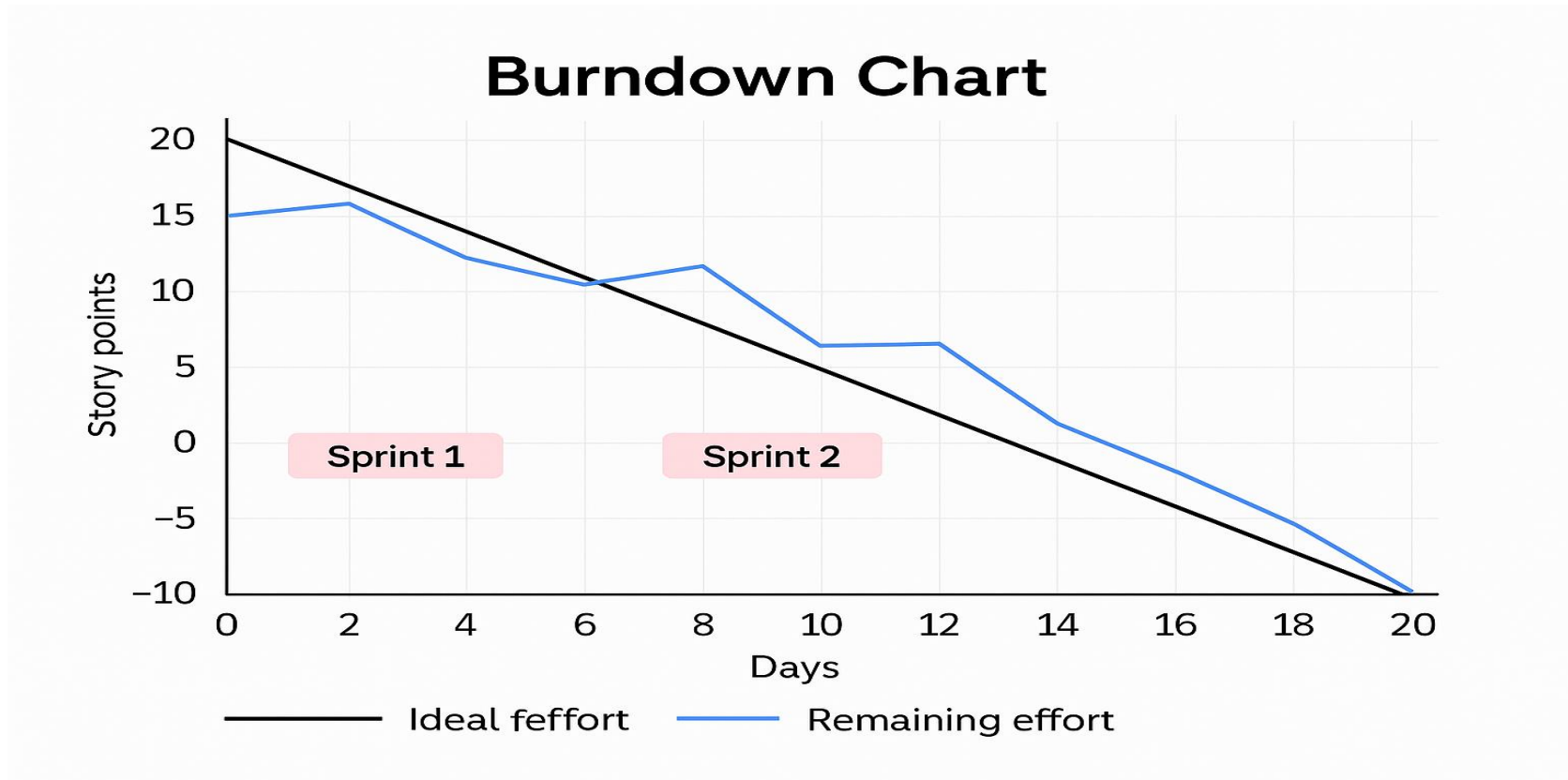
Velocity:

$$\begin{aligned}\text{Velocity} &= \text{Total Story Points Completed} / \text{Number of Sprints} \\ &= (8 + 8) / 2 \\ &= 16 / 2 \\ &= \mathbf{8 \text{ Story Points per Sprint}}\end{aligned}$$

Burndown Chart:

The burndown chart provides a visual representation of the work remaining versus time, helping the project team track progress across sprints. In the context of the *Laptop Request Catalog Item* project, the burndown chart helps the team:

- **Monitor Task Completion:** It clearly shows how the team is progressing with tasks like creating catalog items, UI policies, and UI actions over the defined sprint duration (13th June to 30th June).
- **Identify Delays or Roadblocks:** If the line on the chart does not decline steadily, it indicates delays in completing tasks such as exporting update sets or implementing dynamic form behaviors.
- **Manage Team Efficiency:** Helps assess team performance (Pavani, Manikya Reddy, Tayaru, Vijayteja) by comparing the actual progress with planned progress.
- **Ensure Timely Delivery:** With a target of completing 16 story points over two sprints, the chart confirms whether the project is on track to meet its end goal.



In the chart you see, the ideal line (diagonal) represents expected progress, while the actual line shows how the team is performing in real time—making it a valuable agile tool for tracking and maintaining project health.