

Project Planning Phase

Date	2 NOV 2025
Team ID	NM2025TMID05570
Project name	Educational Organization using ServiceNow
Maximum Marks	5 Marks

Project Planning Phase – Educational Organization Using ServiceNow:

The project planning phase for Educational Organization Using ServiceNow focuses on defining the roadmap to develop a cloud-based management system that streamlines academic and administrative activities within an educational institution. This phase ensures that all project goals, resources, schedules, and deliverables are clearly defined before implementation.

Product Backlog, Sprint Schedule & Estimation Table:

Sprint	Backlog ID	Feature / Task	Description	Priority	Story Points	Estimated Hours
1	PB01	User Authentication	Secure login for students, staff, and admin	High	8	14
1	PB02	Requirement Analysis & Setup	Gather requirements and configure ServiceNow environment	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	Create and manage institutional events	Medium	5	8
3	PB07	Workflow Automation	Automate approval and reporting processes	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	Create feedback form and 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:** Completed story points per sprint
- **Burndown:** Remaining story points over time