Project Planning

Phase Project Planning Template

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

Date	
Team ID	NM2025TMID05673
Project Name	Calculating Family Expenses using Service Now
Maximum Marks	4 Marks

Product Backlog, Sprint Schedule, and Estimation:

Backlog ID	Feature/Task	Description	Priority (High/Med/Low)	Status
PB-01	Expense Entry Form	Create form to input daily family expenses	High	To Do
PB-02	Expense Categorization	Automate classification (Food, Travel, Bills, etc.)	High	To Do
PB-03	Monthly Expense Summary	Generate reports for total spending per month	Medium	In Progress
PB-04	Dashboard Visualization	Display graphs and insights on expenses	High	To Do
PB-05	Notifications & Reminders	Remind users to log daily expenses	Medium	To Do
PB-06	Data Export	Export expense data to Excel or PDF	Low	To Do

1. Product Backlog

2. Sprint Schedule

Sprint No.	Sprint Goal	Duration	Key Deliverables	Team Members	Status
Sprint 1	Design expense entry and data structure	Week 1–2	Expense form, data model	Developer, Designer	Completed
Sprint 2	Implement expense categorization and validation	Week 3–4	Categorization logic	Developer	In Progress

Sprint No.	Sprint Goal	Duration	Key Deliverables	Team Members	Status
Sprint 3	Create monthly summary and report generation	Week 5–6	Summary dashboard	Developer, Tester	Pending
Sprint 4	Add notifications and testing	Week 7–8	Notifications, Testing report	Tester	Pending

3. Estimation

Task	Effort (Hours/Days)	Assigned To	Dependencies	Comments
Expense Form Design	10 hrs	UI Developer	None	UI mockups ready
Backend Database Setup	12 hrs	Backend Dev	Expense Form	Database schema approved
Report Generation	8 hrs	Developer	Database Setup	Pending
Testing & Bug Fixing	6 hrs	Tester	All previous tasks	To start after Sprint 3
Documentation	4 hrs	Team Lead	Project Completion	Ongoing

Purpose

This template helps teams in ServiceNow projects to:

- Maintain transparency in task priorities and progress.

- Plan each sprint effectively with clear deliverables.

- Estimate time and resources for accurate tracking.

- Ensure smooth coordination among team members.