

Project Planning Phase

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

Date: 02 November 2025

Team ID: NM2025TMID04060

Project Name: Laptop Request Catalog Item

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	Catalog Design	USN-1	As an employee, I want to request a laptop through a user-friendly catalog form that includes laptop model and justification fields.	3	High	N. Durga Mahendra
Sprint -1	Workflow Creation	USN-2	As a system admin, I want to configure approval routing so that requests go to the reporting manager automatically.	3	High	R.S.S. Manoj
Sprint -2	Notifications	USN-3	As a requester, I want to receive email updates when my	2	Medium	N. Gowtham

			laptop request is submitted, approved, or rejected.			
Sprint -2	Asset Integration	USN-4	As an IT manager, I want to link approved requests with the asset management system for tracking issued laptops.	4	High	O. Sravani
Sprint -3	Testing	USN-5	As a tester, I should verify that the catalog workflow, approvals, and asset updates function correctly.	3	High	N. Durga Mahendra
Sprint -3	Documentation	USN-6	As a developer, I will document the architecture, workflow steps, and testing outcomes for submission.	2	Medium	R.S.S. Manoj

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	20	6 Days	20 Oct 2025	25 Oct 2025	20	25 Oct 2025
Sprint-2	20	6 Days	26 Oct 2025	31 Oct 2025	20	31 Oct 2025
Sprint-3	20	6 Days	01 Nov 2025	06 Nov 2025	19	06 Nov 2025

Velocity Calculation:

Average Velocity = Total Story Points Completed ÷ Total Duration (Days)
= 59 ÷ 18 → Velocity = 3.27 points/day

Burndown Chart:

A burndown chart visually represents remaining work (story points) versus time. It helps track progress across sprints, ensuring that the **Laptop Request Catalog Item** project stays on schedule. The steady decline of remaining points per day indicates consistent progress and balanced workload among team members.

Summary:

The *Laptop Request Catalog Item* project was planned and executed using Agile methodology with three focused sprints. The team achieved timely completion of catalog creation, approval workflows, asset linking, and testing, ensuring a seamless, automated laptop request process.