

Project Planning Phase

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

Date	02 NOVEMBER 2025
Team ID	NM2025TMID07861
Project Name	Laptop Request Catalog Item
Maximum Marks	5 Marks

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

Use the below template to create product backlog and sprint schedule

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Catalog Item Creation	USN-1	As an admin, I can create a Service Catalog Item for laptop requests.	3	High	Sakthi S
Sprint-1	Form Fields & Design	USN-2	As a designer, I can configure catalog form fields such as Laptop Type, Purpose, and Department.	2	High	Sakthi S
Sprint-2	UI Policy Configuration	USN-3	As a developer, I can implement UI Policies to dynamically show or hide fields based on user selections.	3	High	Parvathy S
Sprint-2	UI Actions Implementation	USN-4	As a developer, I can add “Reset” and “Submit” UI Actions to control catalog form behavior.	3	High	Parvathy S
Sprint-3	Workflow & Approval	USN-5	As an admin, I can configure an automated workflow for laptop request approvals.	4	High	Rupika M
Sprint-3	Testing & Validation	USN-6	As a tester, I can validate that the catalog item functions correctly and logs all changes accurately.	3	Medium	Rupika M

Sprint-4	Documentation	USN-7	As a project member, I can document the entire planning, design, and implementation process for submission.	2	Medium	Niketha Mol S
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Project Tracker, Velocity & Burndown Chart: (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	10	3 Days	20 October 2025	22 October 2025	10	22 October 2025
Sprint-2	10	3 Days	23 October 2025	25 October 2025	10	25 October 2025
Sprint-3	10	3 Days	26 October 2025	28 October 2025	9	28 October 2025
Sprint-4	10	3 Days	29 October 2025	31 October 2025	10	31 October 2025

Velocity

Average Velocity = (Total Story Points Completed) / (Total Duration in Days)

→ Total = 39 story points over 12 days → **Velocity = 3.25 story points/day**

Burndown Chart:

A burndown chart visually represents the remaining work versus time across all sprints. It helps track team performance and project progress. In this project, story points consistently decreased after each sprint, indicating smooth progress and timely completion of key catalog functionalities. The team maintained steady productivity and met all delivery milestones.

Reference:

- [Atlassian Agile Tutorials – Sprints](#)
- [Visual Paradigm – Agile Development Overview](#)
- [Atlassian – Scrum with Jira Software](#)