

Project Planning Phase

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

Date	01 November 2025
Team ID	NM2025TMID07569
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	Service Catalog Item Creation	USN-1	As a catalog admin, I can create a new Laptop Request catalog item for employees.	3	High	Isaikumar K
Sprint-1	For Design and Dynamic Fields	USN-2	As an admin, I can add dynamic fields (e.g., laptop type, purpose, duration) that show/hide based on user input.	4	High	Isaikumar K
Sprint-2	Form Reset Functionality	USN-3	As a user, I can reset the form to clear all fields and start a new request easily.	2	Medium	Jegan J
Sprint-2	Validation and Instructions	USN-4	As a catalog designer, I can add validation rules and clear instructions to guide users while filling out the form.	3	High	UdhayaKumar P
Sprint-3	Change Tracking and Governance	USN-5	As a system admin, I can track all changes made to the catalog item for governance and deployment purposes.	4	High	UdhayaKumar P
Sprint-3	Documentation	USN-6	As a developer, I can document the design, configuration, and deployment steps for submission.	3	Medium	Rajeshkumar R

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	6	2 Days	25 Oct 2025	26 Oct 2025	6	05 June 2025
Sprint-2	5	2 Days	27 Oct 2025	28 Oct 2025	5	11 June 2025
Sprint-3	5	3 Days	29 Oct 2025	31 Oct 2025	5	18 June 2025
Total	16	7 Days	—	—	16 Completed	31 Oct 2025

Velocity

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

Total: 16 points over 9 days → **Velocity=7/16=2.29 Story Points per Day**

Burndown Chart Summary

- **Platform:** ServiceNow
- **Project Duration:** 25 – 31 October 2025 (7 days)
- Each sprint successfully reduced remaining story points daily, reaching zero by the end of Sprint-3.
- The team maintained a **steady completion rate**, showing strong sprint discipline and time management within the ServiceNow development environment.

<https://www.visual-paradigm.com/scrum/scrum-burndown-chart/>

<https://www.atlassian.com/agile/tutorials/burndown-charts>

Reference:

<https://www.atlassian.com/agile/project-management>

<https://www.atlassian.com/agile/tutorials/how-to-do-scrum-with-jira-software>

<https://www.atlassian.com/agile/tutorials/epic s>

<https://www.atlassian.com/agile/tutorials/sprints>

<https://www.atlassian.com/agile/project-management/estimation>

[https://www.atlassian.com/agile/tutorials/burndown-charts](#)