

# Project Planning Phase

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

<b>Date</b>	29 October 2025
<b>Team ID</b>	NM2025TMID07101
<b>Project Name</b>	Educational Organisation Using ServiceNow
<b>Maximum Marks</b>	5 Marks

### 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	User Creation and Role Assignment	USN-1	As an admin, I can create new users and assign roles based on department or designation.	3	High	Anusha
Sprint 1	Workflow Setup	USN-2	As a developer, I can configure automated workflows for approval and access validation.	4	High	Manisha
Sprint 2	Access Control and Validation	USN-3	As a system admin, I can enforce role-based access control (RBAC) to validate user permissions.	4	High	Ishwarya
Sprint 2	Group Management	USN-4	As an admin, I can add or remove users from groups, ensuring synchronized access updates.	3	High	Mahalakshmi
Sprint 3	Workflow Notification	USN-5	As a tester, I can verify that notifications are sent after approval or access modification.	2	Medium	Anusha
Sprint 3	Audit Logging	USN-6	As a developer, I can implement audit logs to record all access and workflow events.	3	High	Manisha
Sprint 4	Final Testing and Documentation	USN-7	As a tester, I can verify that all modules work together and document the final implementation.	3	Medium	Ishwarya

## 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	14	6 Days	01 Nov 2025	06 Nov 2025	14	06 Nov 2025
Sprint 2	12	6 Days	07 Nov 2025	12 Nov 2025	12	12 Nov 2025
Sprint 3	10	6 Days	13 Nov 2025	18 Nov 2025	9	18 Nov 2025
Sprint 4	8	6 Days	19 Nov 2025	24 Nov 2025	8	24 Nov 2025

## Velocity

**Average Velocity = Total Story Points Completed / Total Duration**  
 $= (43 \text{ Story Points}) / (24 \text{ Days})$   
 $= 1.79 \text{ Story Points per Day}$

## Burndown Chart

The burndown chart visually tracks progress by showing the total story points remaining versus time.

It ensures that each sprint maintains balance between **planned workload** and **actual completion rate**, helping the team identify bottlenecks and maintain a steady workflow.

### Observation:

- ✓ Sprint 1 and Sprint 2 achieved full completion on schedule.
- ⌚ Sprint 3 completed with 90% efficiency due to testing dependencies.
- 🏁 Sprint 4 ensured documentation and integration closure for project submission.