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

Date	14 February 2026
Team ID	LTVIP2026TMIDS55278
Project Name	Laptop Request Catalog Item
Maximum Marks	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	Catalog Item Setup (Epic 1)	USN-1	As an IT Admin, I can create a Laptop Request catalog item under the Hardware category in ServiceNow	2	High	Satyam Sriram Charan
Sprint-1	Catalog Item Setup (Epic 1)	USN-2	As an IT Admin, I can add a Laptop Model variable (text field) to the catalog item	1	High	Satyam Sriram Charan
Sprint-1	Catalog Item Setup (Epic 1)	USN-3	As an IT Admin, I can add a Justification variable (text area) to the catalog item	1	High	Satyam Sriram Charan
Sprint-1	Catalog Item Setup (Epic 1)	USN-4	As an IT Admin, I can add an Additional Accessories checkbox variable to the catalog item	2	Medium	Satyam Sriram Charan
Sprint-1	Catalog Item Setup (Epic 1)	USN-5	As an IT Admin, I can add an Accessories Details variable that appears only when the checkbox is ticked via UI Policy	3	High	Satyam Sriram Charan
Sprint-2	UI Action & Deployment (Epic 2)	USN-6	As an employee, I can click a Reset Form button to clear all fields without reloading the page via UI Catalog Action	3	Medium	Satyam Sriram Charan
Sprint-2	UI Action & Deployment (Epic 2)	USN-7	As an IT Admin, I can create an Update Set named "Laptop Request Project" to track all configuration changes	2	High	Satyam Sriram Charan
Sprint-2	UI Action & Deployment (Epic 2)	USN-8	As an IT Admin, I can mark the Update Set as Complete and export it as an XML file	2	High	Satyam Sriram Charan

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	9	5 Days	03 Feb 2026	07 Feh 2026	9	07 Feb 2026
Sprint-2	13	5 Days	09 Feb 2026	15 Feb 2026	13	15 Feb 2026

Velocity:

Imagine we have a 10-day sprint duration, and the velocity of the team is 20 (points per sprint). Let's calculate the team's average velocity (AV) per iteration unit (story points per day)

$$AV = \frac{sprint\ duration}{velocity} = \frac{20}{10} = 2$$

Velocity = Total Story Points Completed / Number of Sprints

Total Story Points = 9 + 13 = 22

Number of Sprints = 2

Velocity = 22 / 2 = 11 Story Points per Sprint

Burndown Chart:

Day	Remaining Story Points (Sprint 1)
Day 1	9
Day 2	7
Day 3	5
Day 4	3
Day 5	0

Day	Remaining Story Points (Sprint 2)
Day 1	13

Day 2	10
Day 3	7
Day 4	4
Day 5	0

A burn down chart is a graphical representation of work left to do versus time. It is often used in agile software development methodologies such as Scrum. However, burn down charts can be applied to any project containing measurable progress over time.

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/epics

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

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

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