Project Planning Phase

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

Date	02 November 2025
Team ID	NM2025TMID08280
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 No.	User Story /Task Description	Story Points	Priority	Team Members
Sprint 1	Catalog Item Creation	USN-1	As an admin, I can create a new laptop request catalog entry in the service portal.	3	High	Fahmidha Jinan A
Sprint 1	Form Field Setup	USN-2	As a designer, I can add form components like Laptop Model, RAM, and Justification fields.	2	High	Fahmidha Jinan A
Sprint 2	UI Policy Configuration	USN-3	As a developer, I can set visibility rules to display or hide fields depending on the department chosen.	3	Medium	Arfaah Meera K
Sprint 2	UI Action Implementation	USN-4	As a developer, I can implement form buttons such as "Clear" and "Send Request" to manage submissions	2	High	Arfaah Meera K
Sprint 3	Workflow & Approval	USN-5	As an admin, I can configure a multi-	4	High	Fazeeha M

			level approval process for department heads and IT managers			YM
Sprint 3	Testing & Validation	USN-6	As a tester, I can verify that the catalog form works properly and that requests are stored correctly	3	Medium	Fazeeha M
Sprint 4	Documentation	USN-7	As a project member, I can prepare detailed documentation for project review and evaluation	2	Medium	Arfaah Meera K

Project Tracker, Velocity & Burndown Data (Modified)

Sprint	Total Story Points	Duration	Sprint Start	Sprint End(Planne d)	Points Completed (as on Planned End Date)	Actual Release Date
Sprint-1	8	3 Days	20 Oct 2025	22 Oct 2025	8	22 Oct 2025
Sprint-2	8	3 Days	23 Oct 2025	25 Oct 2025	8	25 Oct 2025
Sprint-3	9	3 Days	26 Oct 2025	28 Oct2025	9	28 Oct 2025
Sprint-4	6	2 Days	29 Oct 2025	31 Oct 2025	6	31 Oct 2025

Velocity

Average Velocity = Total Story Points
Completed / Total Duration
(31 points/11 days) = 2.81 points/day

Burndown Summary
The burndown chart shows a steady reduction in pending story points across sprints. All laptop request form features, approval flows, and validations were completed on schedule, reflecting good sprint planning and balanced workload distribution.

Reference https://www.atlassian.com/agile/tutorials/sprints https://www.visual-paradigm.com/scrum/what-is-agile-software-developement

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