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

Date	2 November 2025
Team ID	NM2025TMID06773
Project Name	Laptop Request Catalog Item
Maximum Marks	2 Marks

Product Backlog, Sprint Schedule, and Estimation:

The Laptop Request Catalog Item project follows an Agile Scrum methodology to plan and execute tasks in iterative sprints. Each sprint focuses on completing specific user stories related to catalog creation, workflow automation, and system integration.

Sprint	Functional Requirement (Epic)	User Story Number	User Story / Task	Story Points	Priority	Team Members
Sprint-1	Laptop Request Form Creation	USN-1	As an employee, I want to access the Service Catalog and fill in details for a new laptop request.	3	High	J S Lekshmi Priya
Sprint-1	Field Validation Rules	USN-2	As a system, I must validate mandatory fields (model, justification, delivery date) before submission.	2	High	Naseeha T
Sprint-2	Approval Workflow Configuration	USN-3	As a manager, I want to review, approve, or reject laptop requests assigned to me.	4	High	J S Lekshmi Priya, Naseeha T
Sprint-2	Notification and Alerts	USN-4	As a system, I want to send automated emails when a request is submitted, approved, or rejected.	3	High	S Nawfa Sireen
Sprint-2	IT Allocation Process	USN-5	As an IT admin, I want to allocate and log laptops once approved.	3	Medium	Reshma J
Sprint-3	Audit Log Management	USN-6	As an auditor, I want to review all request logs for compliance and accountability.	3	Medium	J S Lekshmi Priya
Sprint-3	Request Tracking Dashboard	USN-7	As an employee, I want to track my laptop request status in real time.	2	Medium	Naseeha T
Sprint-3	Documentation & Testing	USN-8	As a tester, I should verify all workflows and prepare final documentation for submission.	3	Medium	S Nawfa Sireen, Reshma J

Product Backlog, Sprint Schedule, and Estimation:

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	6 Days	15 Nov 2025	20 Nov 2025	10	20 Nov 2025
Sprint-2	10	6 Days	21 Nov 2025	26 Nov 2025	10	26 Nov 2025
Sprint-3	11	6 Days	27 Nov 2025	2 Dec 2025	10	2 Dec 2025
Sprint-4	9	6 Days	3 Dec 2025	8 Dec 2025	9	8 Dec 2025

Velocity Calculation

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

= 39/24

= 1.63 story points/day

This steady velocity indicates consistent team performance and efficient sprint planning throughout development.

Burndown Chart Explanation

A Burndown Chart visually tracks the remaining work (in story points) against sprint duration. For the Laptop Request Catalog Item project:

- Work completion followed a near-linear decline across sprints.
- Sprint-1 and Sprint-2 achieved 100% completion.
- Sprint-3 and Sprint-4 maintained consistent progress with minimal spillover tasks.

This demonstrates effective workload distribution and steady team velocity across all iterations.

References:

- https://www.atlassian.com/agile/project-management/estimation ● https://www.visual-paradigm.com/scrum/scrum-burndown-chart/
- https://www.atlassian.com/agile/tutorials/burndown-charts