

Project Planning Phase

Project Planning Template (Product Backing, Sprint Planning, Stories, Story Points)

Date	29 October 2025
Team ID	NM2025TMID07101
Project Name	Educational Organisation Using ServiceNow
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	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	Ashvitha
Sprint 1	Workflow Setup	USN-2	As a developer, I can configure automated workflows for approval and access validation.	4	High	Vijayakumar
Sprint 2	Group Management	USN-4	As an admin, I can add or remove users from groups, ensuring synchronized access updates.	3	High	Kayalvizhi
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	Snaha

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.