IDEA GENERATION & PRIORITIZATION

Date	02 November 2025
Team ID	NM2025TMID02431
Project Name	Lease Management System
Maximum Marks	4 Marks

Lease Management System Template

A lease management system serves as a centralized platform designed to efficiently administer property leasing operations. It maintains comprehensive records of tenants, properties, lease contracts, and key financial transactions, ensuring that all necessary information remains organized and accessible. By structuring data related to lease terms, rental schedules, deposits, and renewal conditions, the system provides an orderly foundation for managing obligations and timelines with precision.

The system enables transparent and systematic tracking of payments, including rent dues, receipts, outstanding balances, and payment history. It further supports maintenance workflows by documenting service requests, assigning tasks to vendors or staff, and monitoring the resolution process. Integrated reporting capabilities allow users to generate essential summaries such as rent collection reports, lease expiry projections, vacancy trends, and maintenance logs, strengthening oversight and decision-making.

Additionally, the platform incorporates user access roles to safeguard data integrity and streamline responsibilities between administrators, property managers, accountants, and tenants. Document storage modules support secure retention of lease agreements, identity proofs, receipts, and related files, while automated reminders assist in maintaining timely communication regarding rent payments and contract renewals. Through structured organization and meticulous monitoring, a lease management system ensures smooth, transparent, and compliant leasing operations.

Step 1: Team Gathering, Collaboration and Select the Problem Statement

The initial phase involved assembling a **cross-functional team** with the necessary expertise to address the complexity of modern lease management. The team included stakeholders from various departments:

- **Property Management:** Provided in-depth knowledge of current operational challenges, pain points, and existing manual processes.
- **Finance/Accounting:** Offered insights into billing, payment tracking, financial reporting, and compliance requirements.
- **IT/Development:** Contributed technical expertise for system architecture, integration, and security.
- **End-Users (e.g., Leasing Agents):** Shared practical feedback on daily tasks, user interface needs, and desired efficiencies.

Collaborative sessions were held to define the scope and establish a shared understanding of the project's objectives.

Step 2: Brainstorming, Idea Listing, and Grouping

Idea Listing

A list of potential features and functionalities was compiled to meet the key requirements of a lease management process. The main ideas included:

- Maintaining tenant and property databases with lease details.
- Automating lease creation, renewal, and termination processes.
- Tracking rent payments and generating invoices.
- Sending automated notifications for payment reminders and lease expirations.
- Managing documents such as lease agreements and receipts.
- Providing real-time dashboards and reports for property and payment analytics. **Idea Grouping**
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After listing the ideas, similar concepts were grouped into the following functional modules:

1. **Tenant & Property Management Module** – Manages tenant details, property records, and associated lease data.
2. **Lease Tracking Module** – Handles lease creation, renewals, terminations, and automated workflows.
3. **Payment & Billing Module** – Automates rent payments, invoice generation, and financial tracking.

4. **Document Management Module** – Stores lease agreements, receipts, and related files securely.
5. **Reports & Analytics Module** – Generates visual reports and dashboards for real-time insights.

Step 3: Idea Prioritization

After the brainstorming and grouping process, ideas were prioritized based on **importance, feasibility, and business value**. The main objective was to develop the core functionalities first to establish a strong foundation for the system.

Each feature was evaluated for:

- **Business Value** – How crucial it is to the leasing process.
- **Technical Feasibility** – How easily it can be implemented using Salesforce tools.
- **Development Effort** – The time and resources needed for implementation. From this assessment:
- **High-Priority Features:** Tenant & Property Management, Lease Tracking, and Payment & Billing — these formed the core functionality of the system.
- **Medium-Priority Features:** Document Management and Reports & Analytics — valuable for enhanced usability.
- **Low-Priority Features:** Automated Notifications, Feedback Collection, and Extended Integrations — scheduled for later phases.

This **prioritization strategy** ensured that the most critical operations were implemented first, resulting in a functional, efficient, and scalable Salesforce-based **Lease Management System**.