Ideation Phase

Brainstorm & Idea Prioritization

Template

| DATE	1.11.2025
TEAM ID	NM2025TMID03296
PROJECT NAME	Lease Management
MAXIMUM MARKS	4 Marks

Lease Management Template :

This guided project demonstrates how to improve and automate a Lease Management process within an organization. It focuses on creating a workflow that stores lease agreements, tracks lease expiry dates, automates renewal reminders, and prevents sudden termination of lease contracts without verification.

The system ensures that property owners, tenants, and managers have proper visibility of lease tenure status. Alerts and validations are configured to avoid missed renewals or illegal extensions. Lease data is stored in a structured manner such as contract dates, payment cycle, lease amount, penalties, and renewal history. This improves compliance, legal transparency, and financial accuracy.

A test scenario is included to validate the behavior. First, a lease record is created and assigned with a start date & expiry date. The system then triggers reminders prior to expiration automatically. Finally, an attempt is made to terminate a lease before expiry, verifying that the system blocks it unless management approval is granted. This helps real-estate teams maintain controlled, lawful, and well-documented agreements.

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

Reference:
https://www.mural.co/templates/brainstorm-and-idea-prioritization
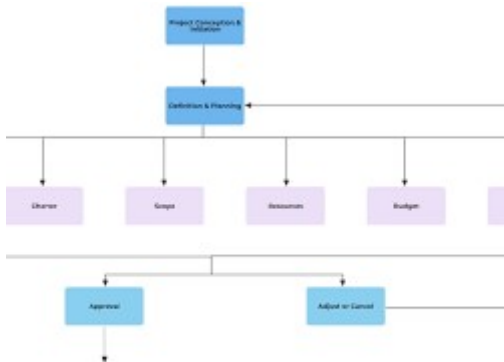
Step-2: Brainstorm, Idea Listing and Grouping:

IDEAS FOR EFFECTIVE BRAINSTORMING PROCE

Brainstorm:

Team members freely propose ideas such as auto-reminders, digital contract storage, approval workflows, rent schedule dashboards, penalty calculation etc. The focus is to collect maximum possibilities without judgment.

Idea Listing:

All suggestions are written systematically so that no useful improvement is missed. Every point is recorded — whether small or major — because business process optimization needs wide view inputs.

Grouping:

Common ideas like "renewal", "rent calculation", "document upload" are grouped into clusters. This helps understand which functions can be combined into one module — such as compliance group, payment group, contract group.

Action Planning:

Selected ideas are converted into tasks — e.g. "Configure renewal workflow", "Design email reminder logic", "Create penalty auto-calculation rule" — with responsible members and timelines.

Step-3: Idea Prioritization:
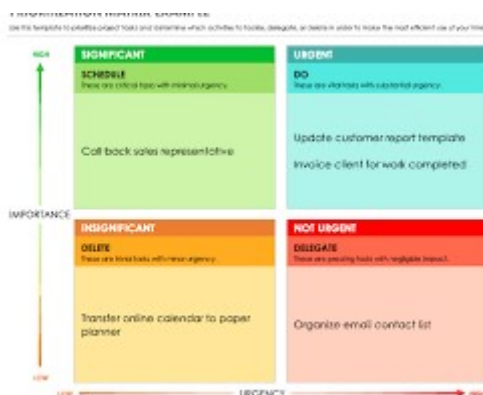
Idea prioritization helps break lease management into smaller controllable blocks. For example, renewal automation may be prioritized first because it directly prevents financial losses. Document upload may be prioritized second because legal proof is crucial. Grouping priorities allows smooth execution and prevents confusion between operational tasks and legal compliance tasks. Clear charts & flow diagrams help decision makers visualize the end-to-end lease life cycle. Ultimately, prioritization helps ensure timely results and well-aligned team execution.