

# Project Planning Phase

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

DATE	11 November 2025
TEAM ID	NM2025TMID04855
PROJECT NAME	Lease Management System
MAXIMUM MARKS	4 Marks

## 1. Project Overview

The Lease Management System streamlines real estate operations by automating property, tenant, lease, and payment workflows for property managers. The system offers features such as property/tenant management, lease contract creation and approval, payment recording, validation, and notifications. Agile methodology with sprints is used for iterative delivery and clear tracking of project goals.

## 2. Product Backlog, Sprint Schedule, and Estimation

User						
Sprint-	User		As an admin, I can create and			N.
	Management	USN-I	manage property and tenant records	3	High	Project Lead
	Payment Processing	USN-2	As a user, I can record payments for each tenant	4	High	Project Member 1
SprintSprint-2	Lease Contracts	USN-3	As a manager, I can create/manage lease agreements	4	High	Project Member 2
Sprint2	Validation Logic	USN-4	System prevents multiple active leases for a property	3	High	Project Member 3
Sprint	Requirement	Story ID	User Story / Task	Story Points	Priority	Team Members
Sprint-3	Automated Reminders	USN-5	System sends notifications for payment due and contract expiry	2	Medium	Project Member 1
Sprint3	Documentation	USN-6	Complete user and developer documentation	2	Medium	N. Project Lead

### 3. User Stories (Examples)

- USN-1: As an admin, I can add, edit, or delete property and tenant records so I can maintain accurate data.
- USN-2: As a tenant, I can view my payment history and see upcoming payment due dates.
- USN-3: As a manager, I can initiate, approve, and terminate lease agreements to streamline the contract process.
- USN-4: As a user, I am prevented from assigning more than one active lease per property, ensuring business rules compliance.
- USN-5: As a manager, I receive timely notifications about due payments and expiring leases for better decisionmaking.
- USN-6: As a developer, I document all modules and workflows for future maintenance and handover.

### 4. Sprint Tracker, Velocity & Burndown Chart

- Average velocity:  $(16 \text{ completed SP}) / (9 \text{ days}) = 1.78 \text{ points/day}$

#### Burndown Chart:

A burndown chart displays story points remaining over project days, providing a visual indicator of progress and helping teams stay on schedule.

### 5. Major Features & Modules

- Property Management: Add, edit, view properties, addresses, types.
- Tenant Management: Manage tenants, statuses, contact info.
- Lease Contracts: Initiate, approve, terminate leases; validation rules.
- Payment Life Cycle: Record, track payments; send payment reminders & confirmations.
- Notifications: Email alerts for approvals, rejections, payment due/successful, and expiring contracts.
- Security & Validation: Custom validation, permissions, approval process logic.
- Reporting: Dashboards for property status, payment history, vacancy rate, revenue per property.
- Documentation: User and technical documentation for all functional modules.

### 6. Technology Stack

- Platform: Salesforce (Lightning, Apex, Flows, Approval Process, Email Templates)
- Database: Salesforce Custom/Standard Objects
- Frontend: Salesforce Lightning UI
- Automation: Flows, Apex Scheduler, Validation Rules
- Reporting: Salesforce Reports and Dashboards

### 7. Stakeholders

- Admin/Management: Oversees data and approvals
- Coordinator/Clerk: Manages tenant and contract data
- Tenants: End-users accessing payment/status info

### 8. References

- <https://www.smartsheet.com/content/sprint-planning-templates>

- <https://www.atlassian.com/agile/project-management/templates>
- <https://tangoanalytics.com/blog/lease-management/>
- <https://1000projects.org/lease-management-system-salesforce-project.html>