Project Planning Phase

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

Date	1 November 2025
Team ID	NM2025TMID05757
Project Name	Lease Management System
Maximum Marks	5 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

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

4. Sprint Tracker, Velocity & Burndown Chart

Sprint	Total Story Points	Duration	Start Date	End Date (Planned)	Story Points Completed	Release Date (Actual)
Sprint-1	7	6 days	01 Nov 2025	06 Nov 2025	7	06 Nov 2025
Sprint-2	7	6 days	07 Nov 2025	12 Nov 2025	7	12 Nov 2025
Sprint-3	4	6 days	13 Nov 2025	18 Nov 2025	2	18 Nov 2025

- **Average velocity**: (16 completed SP) / (9 days) = **1.78 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