

Lease Management

Date	03 November 2025
Team ID	NM2025TMID07701
Project Name	Lease Management
Maximum Marks	4 Marks

Lease Management Template :

Lease Management is a systematic process of handling all activities related to leased properties, equipment, or assets. It involves maintaining accurate records of lease agreements, tracking important dates such as renewals and expirations, ensuring timely rent or payment collection, and complying with legal and financial requirements. Effective lease management helps organizations reduce risks, avoid missed payments, and gain better financial visibility. By using a structured lease management system or template, property owners and businesses can easily monitor lease terms, tenants, and assets while improving operational efficiency and decision-making.

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

- ② **Define the Problem** – Clearly identify what's wrong.
- ② **Break Down the Problem** – Analyze smaller parts to find where it occurs.
- ② **Set a Target** – Decide what results you want to achieve.
- ② **Find Root Causes** – Discover the main reasons behind the issue.
- ② **Develop Solutions** – Plan actions to fix the causes.
- ② **Implement** – Apply the chosen solution effectively.
- ② **Monitor & Standardize** – Check results and make the solution permanent.

Reference: <https://fullstackresearcher.substack.com/p/7-problem-statement-brainstorming>

Step-2: Brainstorm, Idea Listing and Grouping:

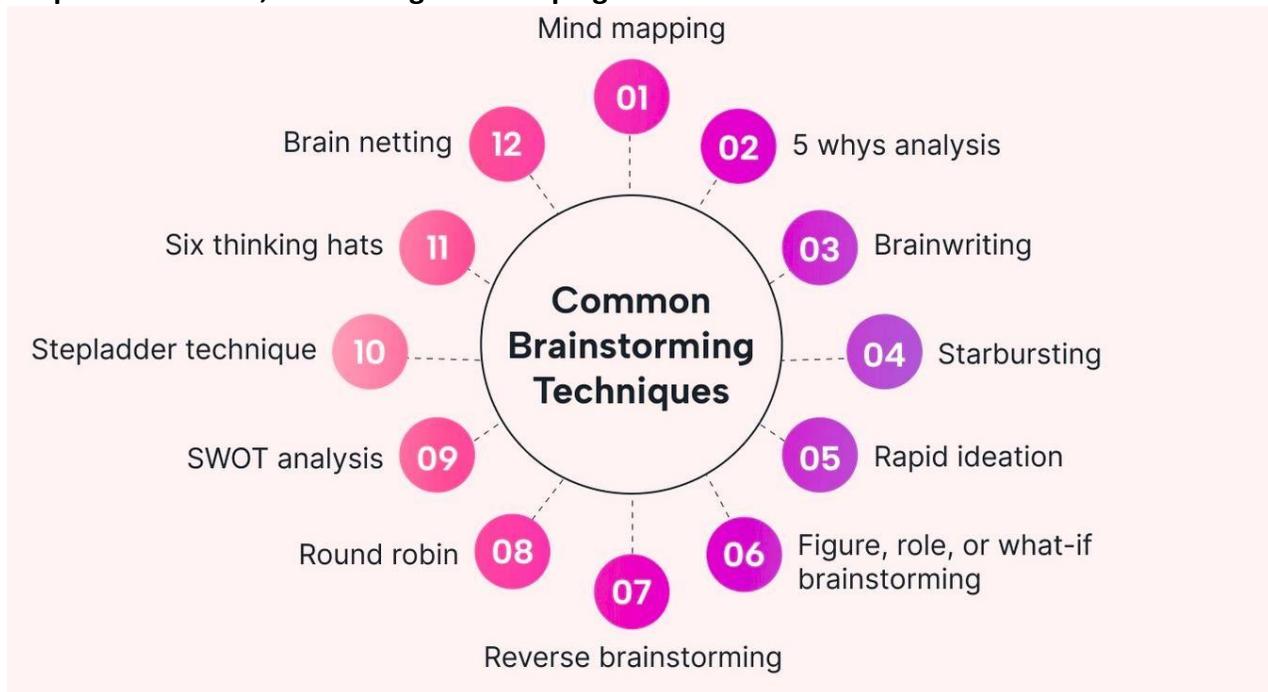


Fig2: Image that describes the work done by teammates.

■ **Brainstorm:**

The titled “Common Brainstorming Techniques” visually represents **12 effective ways** teams can generate and organize ideas.

Idea Listing:

The titled “Common Brainstorming Techniques” illustrates various creative methods teams use to generate, list, and organize ideas effectively.

■ **Grouping:**

The “Common Brainstorming Techniques” illustrates various creative methods teams use to generate, list, and organize ideas effectively.

✓ Action Planning:

Teams develop concrete action plans by transforming selected ideas into tasks and assigning roles.

Step-3: Idea Prioritization:



Fig3: Image of steps to prevent user deletion.

Idea Prioritization:

Idea Prioritization is the process of evaluating and ranking ideas based on their potential value, impact, and feasibility before implementing them. It helps individuals or teams focus on the most promising ideas that align with business goals or project objectives. The process typically involves setting clear criteria such as cost, benefits, effort, risk, and urgency, then scoring or comparing ideas against these factors.

By using frameworks like the **Eisenhower Matrix**, **MoSCoW method (Must, Should, Could, Won't)**, or **RICE model (Reach, Impact, Confidence, Effort)**, organizations can systematically choose which ideas to pursue first. Effective idea prioritization ensures that time, resources, and investments are directed toward initiatives that deliver the highest value and long-term success.