

Ideation Phase

Brainstorm & Idea Prioritization Template

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Team ID	7264E40C79CF15DA21F41ABA4F4825CD
Project Name	Lease Management

Lease Management Template:

This guided project focuses on developing a Lease Management system designed to efficiently handle the processes involved in managing lease agreements for real estate properties, equipment, or other assets. The system aims to automate core activities such as lease tracking, payment scheduling, renewal alerts, and document management, ensuring transparency, compliance, and smooth communication between landlords and tenants.

The workflow involves identifying pain points in the manual process—like missed renewals, data inconsistencies, and communication gaps—and developing a digital platform that centralizes all lease information. By implementing structured data management, the project enhances efficiency, reduces human errors, and ensures timely decision-making for lease administration teams.

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

Problems:

- Manual lease tracking often leads to delays in renewals and missed payment reminders.
- Inefficient documentation causes confusion and compliance risks.

Discussion:

The team discussed creating an automated system to centralize lease data, provide renewal notifications, and reduce manual dependency through digital workflows.

Ideas:

- Develop a dashboard for monitoring active leases.
- Implement automated alerts for payment due dates and renewals.
- Ensure secure digital document storage for all agreements.

Solutions:

- Design and test modules for lease tracking, rent calculation, and contract management.
- Integrate alert mechanisms and reporting features for performance monitoring.

Step-2: Brainstorm, Idea Listing and Grouping:

☑ Brainstorm:

Team members freely shared ideas to improve efficiency in lease operations. Each participant contributed unique approaches to automate key functions such as renewal management, report generation, and notifications.

☑ Idea Listing:

All suggestions were recorded and categorized for analysis. Ideas focused on simplifying lease creation, automating renewals, and ensuring compliance tracking.

☑ Grouping:

Related ideas were grouped to identify essential features, such as data accuracy, user access management, and document version control.

☑ Action Planning:

Selected ideas were transformed into actionable tasks—like setting up databases, configuring alert systems, and testing workflows with sample lease data.

Step-3: Idea Prioritization:

Idea Prioritization:

This stage organizes the collected ideas into structured implementation phases. The primary focus is to automate lease management activities and ensure data reliability. Priority is given to developing core modules first, such as lease creation, alert notifications, and reporting dashboards. Subsequent phases focus on analytics, predictive maintenance for assets, and integration with financial systems.

By prioritizing these components, the team ensures a logical progression from foundational features to advanced capabilities, facilitating scalability, accuracy, and compliance. Visual diagrams, workflow charts, and step-by-step implementation models can further aid in maintaining project clarity and collaboration.