Project Planning Phase – Lease Management System

Date	25 June 2025
Team ID	LTVIP2025TMID31361
Project Name	Lease Management

Objective:

To plan and organize the tasks, resources, and timeline for building a cloud-based Lease Management System on Salesforce to streamline tenant, property, and lease agreement workflows.

Scope of Work:

- Tenant Registration and Management
- Property Listing and Details
- Lease Agreement Creation and Approval
- Rent Tracking and Payment Records
- Notifications & Approval Workflows
- Admin Reports and Dashboards

Project Deliverables:

Deliverable	Description
Requirements Document	Functional and non-functional requirements
Data Model Design	Custom objects and relationships in Salesforce
UI Mockups / Screens	Lightning pages or screen flows
Working Salesforce App	With tenant, property, and lease modules
User Guide	How to use the application (Admin + User guide)
Testing & QA Reports	Test cases and bug reports

Timeline(Tentative):

Phase	Days	Key Activities
Requirement Gathering	2–3 days	Brainstorming, finalize features
Design Phase	3–4 days	Data model, page layouts, UI wireframes
Development Phase	1–2 weeks	Implement custom objects, automation, flows
Integration &Testing	4–5 days	Internal testing, validate flows and

		approvals
Deployment & Documentation	3 days	Deploy to production, prepare user documentation

Resources Required

Resource Type	Role needed
Salesforce Tools	Developer Console, Flow Builder
Team	Developer, Tester, Project Manager
Testing Tools	Salesforce Test class, Manual Testing

Risk Management

Risk	Mitigation Strategy
Data Loss	Enable regular backups and sandbox testing
Workflow Errors	Conduct thorough testing with test cases
Limited User Adoption	Provide training and user-friendly UI

Success Metrics

- 100% automation of lease creation and approvals

- Reduced manual errors by at least 90%

- Faster lease cycle time (reduced by 50%)

- Positive user feedback from tenants/admins