

LEASE MANAGEMENT PLANNING SYSTEM

Date	29 June 2025
Team ID	NM2025TMID07016
Project Name	Lease management
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PROJECT PLANNING PHASE

1. Milestones and Phases

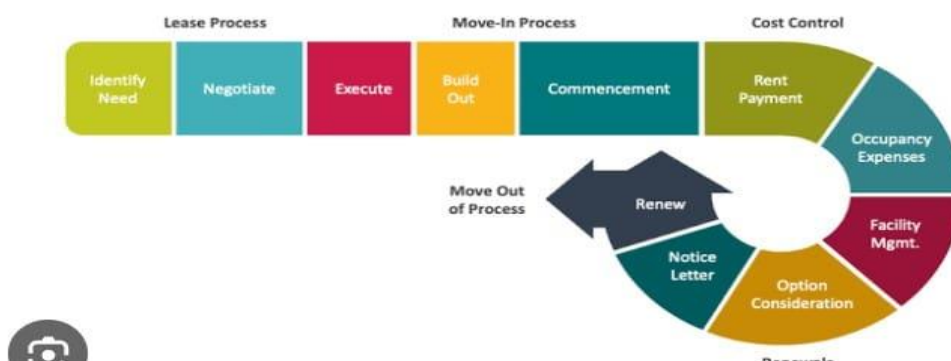
- Project Initiation: Kickoff, project charter approval
- Requirements Gathering: Collect lease data, stakeholder input
- System/Process Design: Define workflows and system setup
- Resource Allocation: Assign roles and responsibilities
- Risk Assessment: Identify and document potential risk

2. Resource Planning

- Project Manager: Overall coordination, 50% allocation
- Lease Administrator: Lease data and operational input, 30% allocation
- IT/Systems Analyst: System design support, 40% allocation
- Finance/Accounting: Validate financial/compliance aspects, 20% allocation

LEASE ADMINISTRATION

What is Lease Administration?



3. Timeline

- Project Initiation and Stakeholder Mapping
- Requirements Gathering and Data Collection
- System/Process Design and Planning
- Timeline and Budget Approval
- Transition to Execution / Go-Live Readiness

4. Risk Management

- Incomplete lease data → Mitigation: Early data audit, stakeholder follow-up
- Resource constraints → Mitigation: Backup planning, cross-functional support
- System integration delays → Mitigation: Early vendor engagement, testing
- Budget overruns → Mitigation: Cost tracking, contingency reserve
- Compliance gaps → Mitigation: Legal review of all processes/templates