

BUSINESS REQUIREMENT DOCUMENT

Objective: As part of an agile team, objective is to improve the process and product management of a real estate organization. The organization main point of sale is in luxury short term rentals and most of the bookings are made through AirBnB. There are ~60 units in the portfolio so monthly reporting and weekly processes are quite manual which needs to be automated.

Goal: To streamline the Airbnb process , improve customer relations and reporting to investors.

Project Details

Project Name	Automation Of Monthly Financial Reporting Process
Project Type	Automation
Project Start Date	03/26/2020
Project End Date	04/15/2020
Project Sponsor	Real Estate Management Company
Project Lead	Sidharth Nunia
Division / Department	Agile Product Development Team

Requirements

PART 1

- Automate the process that pulls airbnb reports manually using excel macros or other similar tools.
- The analyst has to remove columns not required fit disclosure as well as format so that it is satisfactory for investors to see the performance of their property
- The only columns that are required include the following:
 1. Start date
 2. Nights
 3. Amount
 4. Cleaning fee
- The analyst needs to add calculated desired columns like Occupancy_tax, Total_Amount and Total_Amount_to_Investors

- File format for investor must be saved as EXCEL AND PDF (not CSV) and will be storage in a google drive folder
- The file needs to be formatted nicely with shaded and bolded headers as this is a financial report that goes to investors
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PART 2

- There are a variety of spreadsheets used to manage clients and properties (see example files)
 1. Notes log
 2. Unit breakdown
 3. Maintenance
 4. Cleaning
- We need to improve the overall process development by consolidating these spreadsheets into a single workbook that is linked by client name and/or unit ID?
- Populate the entire data using a data entry tab and perform data reporting by Client_name/ Unit_id.

PART 3

- Document a Market research strategy to publicize **Palms Place Villa** to fortune 500 companies and other Organizations with large turnover.
- Create a process or framework to target sponsors for large events for 2020 and 2021, wedding planners, and travel agencies in Las Vegas who could use this space for events.
- Identify contacts from each category and a process to approach them.