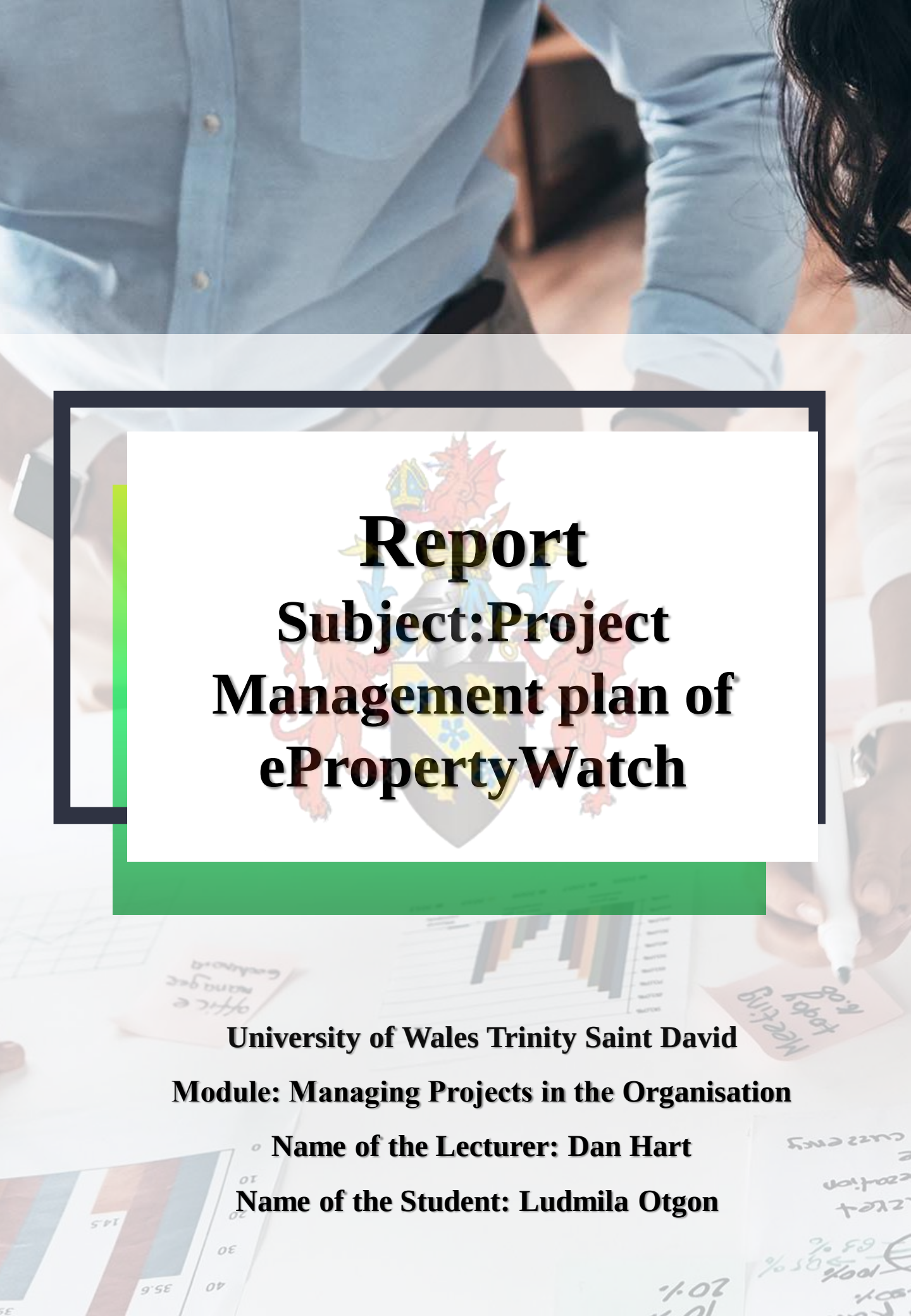




Report

Subject: Project Management plan of ePropertyWatch

University of Wales Trinity Saint David

Module: Managing Projects in the Organisation

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1.Introduction

In this report, you will become familiar with the basic notions of the process of initialization, elaboration and implementation of a project. In this meaning, defining the project concept, specifying the characteristic elements and enumerating. The stages in the life cycle of a project are just some of the information presented in this report. I will examine the project management plan (ePropertyWatch) for the Stellar MLS organization. According to Görög and Smith(1999), the project is "any activity that lasts in time (beginning and end), cost constraints and aims to achieve a result defined". To have the most efficient analysis, I will use methods, techniques and models that support the importance of this plan as the Gantt chart, SWOT Analysis. As a regional service provider in Florida (Orlando), Stellar MLS is a leader in multiple listings in the world. The company offers services provided by over 55,000 brokers and real estate agents with over 14 associations shareholders. The project planning role of management is to familiarize you with the basic notions of the process of initialization, elaboration and implementation of a project. In this meaning, defining the project concept, specifying the characteristic elements and listing stages in the life cycle of a project. Theorist Kerzner(2003)defines the project as "a series of activities and tasks that have specific objectives to be met taking into account certain specifications, with a start and a well-defined end, with a limited budget and using human and material resources. "



SCOPE

PROJECT
MANAGEMENT



QUALITY

2. Company Background

With over 55,000 members and advanced technology to provide agents and brokers with multiple listing services in Florida (US) through the company's dynamic data vision and efficient standardization. to provide highly qualified services. This allows stellar data to accelerate the operation of their business.

2.1 Services

With a wide range of tools, Stellar increases and exceeds customer expectations through the wide range of dozens of services and products that are integrated and available to every agent or broker you want to be a member of. Joseph Weiss and Robert Wysocki (1992) consider that a project can be defined on the basis of the following characteristics: “complex, unique, finite activity, with limited resources and budget that involves a series results in a product or service. ” We meet these characters in the Stelar company with the following services and products:



List, Search, and Show Properties



Access Market and Listing Data



Manage Transactions



Enhance the Listings



Connection with customers

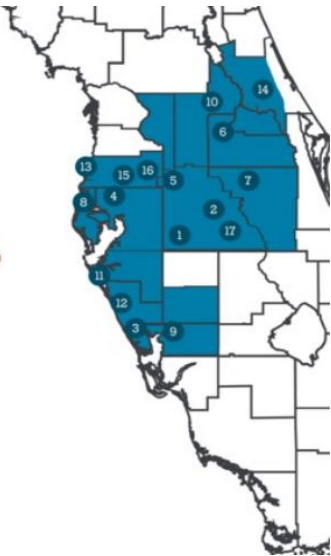
Search Tax and Public Records

OUR SHAREHOLDER ORGANIZATIONS:

1. Bartow Board of REALTORS®, Inc.
2. East Polk County Association of REALTORS®
3. Englewood Area Board of REALTORS®
4. Greater Tampa REALTORS®
5. Lakeland Association of REALTORS®
6. Orlando Regional REALTOR® Association
7. Osceola County Association of REALTORS®
8. Pinellas REALTOR® Organization
9. Punta Gorda-Port Charlotte-North Port Association of REALTORS®
10. REALTORS® Association of Lake & Sumter Counties
11. REALTOR® Association of Sarasota & Manatee
12. Venice Area Board of REALTORS®
13. West Pasco Board of REALTORS®
14. West Volusia Association of REALTORS®

CUSTOMER ORGANIZATIONS:

15. Central Pasco Association of REALTORS®
16. East Pasco Association of REALTORS®
17. Lake Wales Association of REALTORS®



(Welcome to My Florida Regional MLS,2021)

3. Project management plan

Project Management is planning, organization, management and control of resources the company to achieve goals in a relatively short term to meet specific objectives and purposes. Project Management uses the approach the management system has a staff functional-vertical hierarchy assigned to a project specific-horizontal hierarchy in My Florida. Project management involves the coordination of group activity where the manager plans, organizes, staffs, directs, and controls to achieve an objective with constraints on time, cost, and performance of the end product(Moder et all.1970). The project management transcends all industries, which can be large or small. They can be fairly simple and straightforward, or quite complex and time-consuming. The company can initiate them independently or can be given a project to complete without having much experience. Generally, there are four main characteristics of a project, regardless of its size and complexity. The first characteristic is that a project has a definite start and end date. It is a temporary undertaking within a fixed period, whether this is one week or six years. A project manager has to complete the project within the specified amount of time. The second key characteristic of a project is that it achieves a goal or an outcome. In other words, something is completed or achieved by the end of the project life cycle. The third characteristic to consider is that a project provides benefit or value to the recipient. The ePropretyWatch project requires an allocation of resources that need to be skillfully used. Project resources will vary depending on its size and complexity, and are used to achieve its objectives or results. The linear process of project management is known as the project management life cycle, for a more detailed presentation of this cycle the following will be presented the life cycle implementation plan of the ePropretyWach project. The ePropretyWach project was introduced in order to be able to have a database and to keep the relationship between client and agent as close as possible;



4. Agile

In the project management plan of the property watch we will not use classical project management methods because they require huge forces during the planning stage; enormous resources for changing technical requirements in a rapidly changing environment and treatment of staff as a factor of production. And as an effect it creates chaos due to changing requirements - the requirements of a project can change in the design, implementation and even launch phase. In most development methodologies, the analysis is done at the beginning of the project, and no change is allowed until the end. And unrealistic estimates of project time, cost, and quality - the project manager and developers tend to underestimate how much time and resources are needed for a project, and how much functionality can be delivered. They can never be predicted 100% in the early stages of the development cycle. The solution being the implementation of Agile software development methodologies, that tries to reduce development risks and execution time by implementing projects in a very flexible and interactive way. Altexsoft (n.d) describe Agile like being an integral part of software engineering processes along with the business analysis and requirement specification, design, programming and testing, the project management has been a topic of considerable debate for years. Even today, when company project management practices are becoming more mature, only about half of them (54%), according to survey results by the Project Management Institute (PMI), are fully aware of the importance and value of these practices. According to Buttrick(2009) agile techniques usually involve iterative requirements definition, design and delivery using either a prototype platform or the actual operational platform. It presupposes that the execution of the result is done through a process that allows successive modifications and completions of the result based on new requirements identified during the execution, or even the resumption of certain parts of the execution, if necessary.

The advantages of this tool are very relevant to the project because:

- Execution speed and ease of correcting any errors.
- Ease of coping with change.
- Visibility throughout the execution.
- Continuous customer feedback.
- It is easier to deliver a quality product that meets the real needs of the customer.

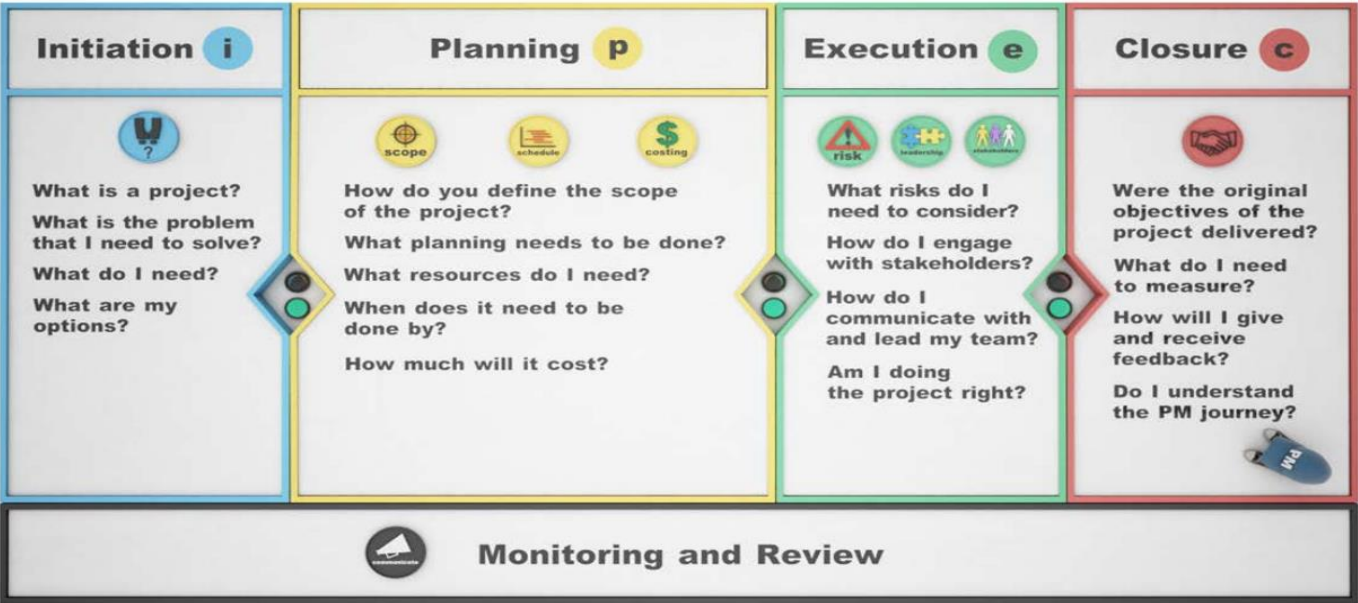


Source: Reddy S. (2009) Agile Project Management Methodology — Manifesto, Frameworks and Process

5. The project management life cycle/
Implementation Plan

The life cycle has four phases. The life cycle begins with initiation, which is the starting point of any project. It is usually the shortest phase but the most important, because it sets up the foundation of the project. It is in this phase that you flesh out the project objectives, success criteria, and high-level plan. Is also in this phase that you identify risks, stakeholders, and your team. The second phase of the life cycle is planning. Planning is the primary function of any project manager and requires you to undertake a rigorous process of developing plans to ensure you achieve your project objectives. The area that you will focus on in this phase of the life cycle are scope, scheduling, and costing. Phase three is project execution. This phase is about completing specific deliverables that are required to meet the scope and objectives of the project. In this phase, assessing risk and implementing strategies to reduce or mitigate risk is paramount. This phase also focuses on being an effective leader for your team and engaging your stakeholders in the execution of the project. The final phase of the project management life cycle is the closure of the project. It is in this phase that the outcomes are achieved and the benefits of the completed project are experienced by the stakeholders. The closure of a project requires you to obtain feedback from your stakeholders and your team.

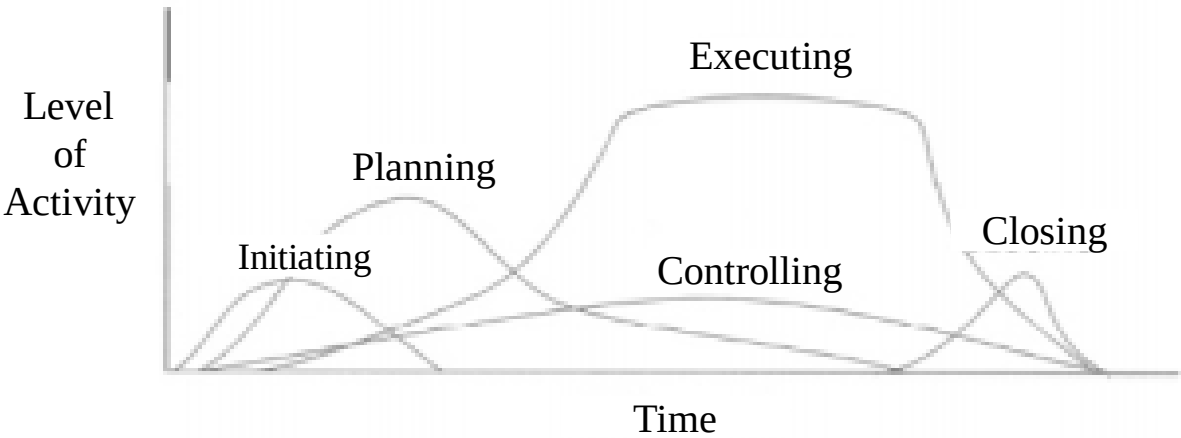
Canvas Framework - Key Questions



Surce: Australian University Adelaide

5.1.Initiation

To use the concept of project management as efficiently as possible, this management canvas creates an image as clear as possible. The first phase of the eProprietyWach life cycle is the initiation, in this phase, ML Florida Regional MLS establishes which are the objectives, but also the results of the project. Although the initiation is the most important phase for me because it lays the foundations of the project, it is also what you have shortened me. Problems that must be addressed at this stage MLS Regional My Florida is as follows: What is this project about? What problem should this project solve? What are the options I have at hand to accomplish this project? Starting by clearly defining what a project is. In other words, decide on what the project requires My Florida Regional MLS to do. Does it have a defined start and end date? Determine what the problem is that needs to be solved. Usually a project has come about as a result of a problem that has been. Consider the resources My Florida Regional MLS need to undertake the project.This might include human resources, materials, equipment, and anything else you need to ensure you can complete the project within the set time frame. Take time to consider the options in undertaking the project. There are usually multiple ways to approach a project.Consider different options of achieving the same outcome. My Florida Regional MLS may need to think about how you use or combine resources to complete the project. You can then set objectives to complete the task. When the company have sufficient clarity regarding these issues, they will have a green light to move into the planning phase. Good initiation prepares the company for the planning phase of the project.



5.2.Planning

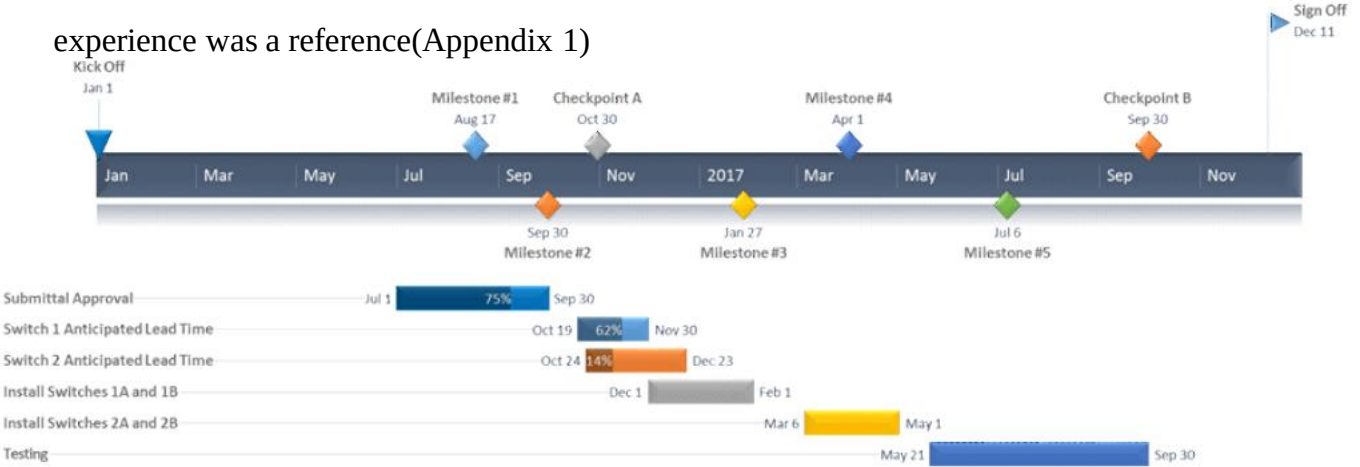
Diligence is very important to plan a project, but also to invest time to collect enough information, so that building a plan as sustainable as possible will avoid mistakes as much as possible. The three main elements of project planning are: accepting and determining the necessary actions to complete and meet the requirements of the project. Another necessary element is the programming or timescale that helps to place all the necessary activities with a time interval to be completed. And the last phase of planning is the budget and estimating all costs. will be made within this project. Estimating the cost, which involves the human resources needed to complete the project and the time to complete the planning. When does it need to be done? And how much will it cost? What human resources are needed? Now that the issues have been framed, we are now in a position to take a closer look at the elements of scope, schedule, and cost. During project planning, it takes the initiation to the next level of maturity. And this is where you actually apply not only the sum of your intellectual skills, but the manager also draws on his skills, and working skills, and trying to understand or better understand, and to articulate in a more detailed way how My Florida Regional MLS intend to execute the project. The planning is manifested in different ways schedule, budget, and the description of the work. If we just focus on the scope, which is articulated in the form of a work break down structure-- in the planning stage, My Florida Regional MLS is getting a clear definition of how the work is to be decomposed into workable elements-- elements that can be executed and can be properly resourced. And time phase that, meaning that the work-- once it's allocated into executable chunks is also time-phased to a schedule. The other dimension to that is the resourcing, ensuring that you have the right people to do the task and that that task is properly scoped so when the resources are allocated, they're ready to go, and they're set up for success right from the start. That is very key for a project manager. As it is with any activity, in any work or personal endeavour-- if you want to set up people for success. The project management plan is key to execution. Some of the other aspects in the project management plan-- it defines for all stakeholders, and it's a point of reference as to what the project is about

In terms of the mission, the vision of the project, the objectives. How the project is going to be executed, the processes and procedures that will be applied. How the project will be scheduled, what is the budget? Who are the resource allocations, and how is the project going to be monitored and controlled, which is like a feedback mechanism. The purpose of the planning phase of the project life cycle is to put plans in motion so that My Florida can execute or implement the project properly. Without clear and thorough planning, the company run the risk of having insufficient resources, cycle until these plans are in place.

The company will also need to consider the dependencies for each activity before refining your schedule. The schedule is usually illustrated in a Gantt chart so that you may see what needs to be done. The Gantt chart also provides the opportunity to consider the time frame that each activity needs to be completed in.

5.1.3 Gantt Chart

An important role in project management for project tracking and programs that monitor the progress of ongoing missions has Gantt Chart. According to the Mind Tools web site (2021), Gantt charts are useful for planning and scheduling projects. They help you assess how long a project should take, determine the resources needed, and plan the order in which you'll complete tasks. They're also helpful for managing the dependencies between tasks. Gantt charts are useful for monitoring a project's progress once it's underway, too. You can immediately see what should have been achieved by a certain date and, if the project is behind schedule, you can take action to bring it back on course. To clarify and define how much time to be allocated for the completion of the project launch, this Gantt Chart was created. A total of 83.75h was allocated. To estimate the duration of the project, the previous experience was a reference(Appendix 1)



The project management plan (timescale plan) which have been maintaining during the life of the project(Roberts,2011) this was made by the eProperty Watch managers of My Florida "Fixed points" have a very important role in achieving the objectives, thus evaluating each stage of the project, in this way it will be possible to use the necessary corrections. Being integrated into an internal plan or in a monitoring plan allows the intermediate evaluation that The manager must request this reporting time. They must contain achievements, but also what problems the team members faced. The imposition of the internal monitoring plan is necessary to maintain control, but also the development of the project. A manager who does not provide internal monitoring will not be able to predict any of the problems inherent in any project and will not be able to exercise one of the main ones attributions incumbent on him - periodic and permanent evaluation. This allows him to review objectives and redefining tasks. He also becomes vulnerable to any kind of external monitoring. That is why the project will be divided into well-defined tasks and stages, scheduled in the order of their succession and ordered in time. This gives a diagram that can be represented graphically, to allow easier tracking of progress project (a Gantt chart). Permanently, the project manager goes through the process of "control loop" which consists of planning, monitoring, elaborating decisions, rescheduling activities, etc. Then if one of the phases is not treated correctly, delays may occur penalty.

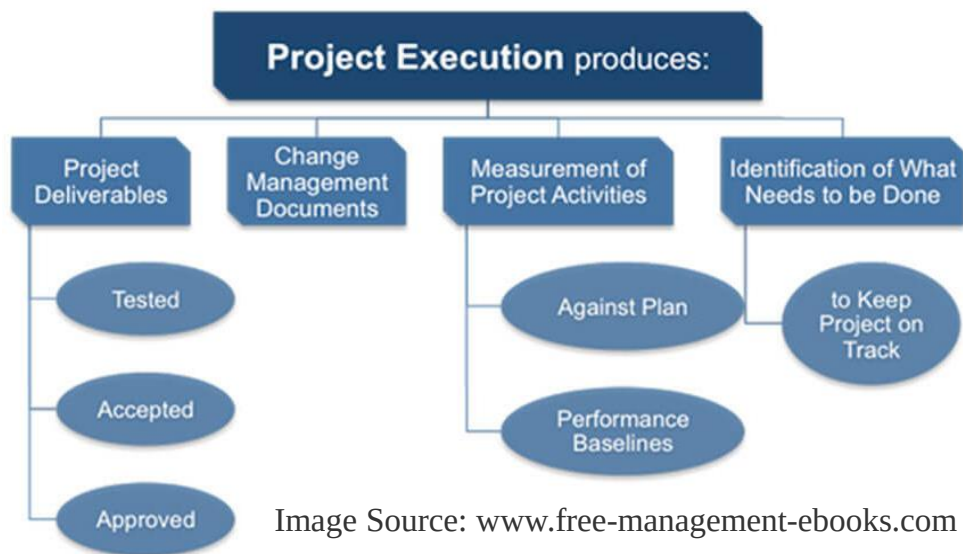
ePW Plan Timeline		83.75 hrs
Initiation and Planning		14 hrs
Create Charter/Stakeholder Assessment	Sponsor, Project Manager	4 hrs
Identify and Document Requirements	Vendor, Sponsor, Project Manager	3 hrs
Scope Work and Conduct Risk & Opportunity Assessment	Scope Work and Conduct Risk & Opportunity Assessment	4 hrs
Create High Level Plan	Project Manager, Vendor	2 hrs
Conduct Project Kickoff Meeting	Project Manager, Marketing Coordinator, QA Technician, Sponsor, Trainer, Vendor	1 hr
Executing, Monitoring and Controlling		53.75 hrs
Implement in Staging Environments	Vendor	8 hrs

Create QA Plan	QA Technician, Vendor	4 hrs
Conduct QA	QA Technician	6 hrs
Review QA Results Report from Staging	Project Manager, Vendor, QA Technician	1 hr
Implement in Production Environment/QA	Vendor	8 hrs
Conduct QA in Production Environment	QA Technician	3 hrs
Review QA Results Report from Prod	Project Manager, Vendor, QA Technician	0.5 hrs
Create Training Documentation	Trainer, Vendor	6 hrs
Create Support Center Documentation	Project Manager, Vendor, Support Center Manager	1.5 hrs
Create Marketing Plan and Materials	Marketing Coordinator, Vendor	8 hrs
Conduct Go/No-Go Meeting	Project Manager, All Department Managers, Sponsor, Marketing Coordinator, Trainer, QA Technician, Support Center Manager	1 hr
Send Association Staff Coming Soon Communication	Marketing Coordinator	.25 hrs
Conduct Staff Training	Trainer, Staff	3 hrs
Send Customers Coming Soon Communication	Marketing Coordinator	0.25 hrs
Send Association Staff Pre-Launch Notice	Marketing Coordinator	0.25 hrs
Launch Day		3 hrs
Expose Product Links to Customers	Vendor	1 hr
Conduct Post Launch QA	QA Technician	1 hr
Send Launch Day Communication	Marketing Coordinator	1 hr
Closing		1 hr
Conduct Lessons Learned	Project Manager, Marketing Coordinator, QA Technician, Sponsor, Trainer, Vendor	1 hr
Project Management Task/Bucket	Project Manager	15 hrs

5.3. Execution

According to Eby(2018), this is the phase where deliverables are developed and completed. This often feels like the meat of the project since a lot is happening during this time, like status reports and meetings, development updates, and performance reports. A “kick-off” meeting usually marks the start of the Project Execution phase where the teams involved are informed of their responsibilities.

Project Deliverables: The organizational structure of the project includes both the roles that have as objective project coordination, as well as those that will effectively deliver the project, being divided into 3 levels.



Change Management Documents: If there are no clearly established or known quality criteria that apply to different types of deliverables (equipment, software licenses, analysis services, implementation services, instrument services, support and technical assistance services, technical documents, analysis documents, reports, implementation graphics

etc.) If they change then they may suffer from vision and goals. *Measurement of project activities:* According to the *Committee for Oversight and Assessment of the U.S. Department of Energy Project Management(2015)* Project process measures look at how well the plans are executed. Project output measures include cost and schedule variables, while outcome measures include scope, budget, and schedule and safety performance.

Project Execution Processes



6.Risk Management

If traditional approaches to risk management have been focused mainly on actions to counteract it, modern methods promote actions of anticipation, simulation, risk forecasting, diminishing the reactive function, and amplifying the preventive function. The management risk is no longer a narrow, limited approach, focused exclusively on containment or control the negative effects of potential events, but from the approach of risk in terms of "Uncertainty", this science can increase the flexibility and adaptability of organizations, in an environment increasingly uncertain, as its complexity increases. The risk must be understood in terms of "Opportunity", for the correct capitalization of unpredictable situations. Innovative targeted organizations always to unforeseen events, they can exploit them to their advantage, thus situating themselves in advantageous priority positions on the market. Managers of ePropertyWatch will need ongoing communication with the team and engagement with the stakeholders to identify and assess risks. The key question here is, what risks do I need to consider on this project? The success of a project is based on efficient management. The risk is closely related to the uncertainties, it focuses on an event that will take place in the future. Thus, during the period when we plan the project and do not think about the risks that can; happen and the way we act helps to monitor and control the project throughout its delivery time. The risks that this project may face are based on uncertain or unknown opportunity events from choosing one option compared to other options' uncertainty (pandemics, loss of suppliers or cataclysms and natural disasters) hazardous actions or hazards from materials (such as nuclear explosions).

Hoping not to have unpleasant events in the life cycle of the project is not a good way to manage risk management. Because the risks are present, regardless of the complexity or size of the projects, you need to proactively manage them. The first step that My Florida must understand in the context of the project and confirm the objective of the ePropertyWatch project, thus knowing what needs to be done. Another important step is the identification of risks, which involves the identification of all risks that may have an impact on the achievement of the project objectives. An appropriate method is for team members to have experience in such projects to help identify potential risks. An extremely important step is to conduct a risk assessment. Therefore, the team will prioritize the risks using a combination of probabilities, assessing their severity and the impact that each risk can have on the project and the objective. Among the most commonly used risk management strategies can be listed: accepting the risk, avoiding it; rigorous risk monitoring and preparation of the plan action for unforeseen situations; risk transfer; systematic, controlled reduction of risk. Thus, in a modern approach, risk management in projects deals with the study uncertainties in the business environment and increase decision-making capacity in these conditions. We will use swot analysis to discover and document internal risks within the organization that may arise over time.

With the help of this matrix, we can have good risk management. According to Chapman and Ward(2003) for applying formal risk management usually arises because of concerns about design and logistics issues in major projects that involve the large-scale use of new and untried technology. However, the most important issues that risk management helps to resolve are usually related to objectives and relationships between project parties.

Risk Assessment Matrix

Impact (consequence/severity)	High (We couldn't function or our mandate would have to change)	(3) Considerable management and monitoring required	(2) Manage and monitor risks (inform senior management)	(3) Extensive management (extensive senior management involvement)
	Medium (We could still Function)	(3) Risk may be worth accepting with monitoring	(2) Management effort worthwhile, mitigate and monitor risks	(1) Must manage and monitor risk (inform senior management)
	Low (Normal)	(1) Accept risks	(2) Accept but monitor risks	(1) Manage, mitigate and monitor risks
		Low (Normal or Unlikely)	Medium (Likely)	High (Very likely)
Likelihood (probability/frequency)				

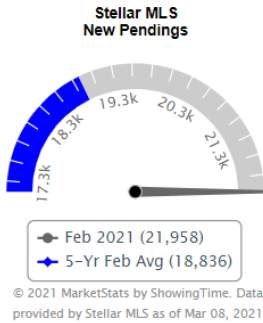
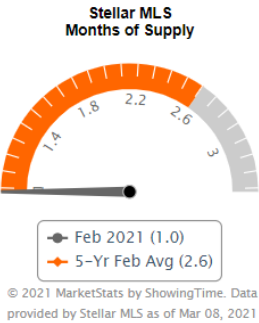
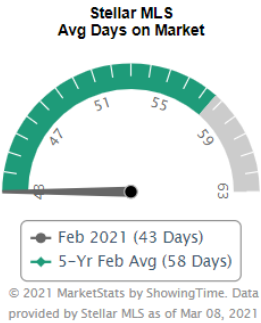
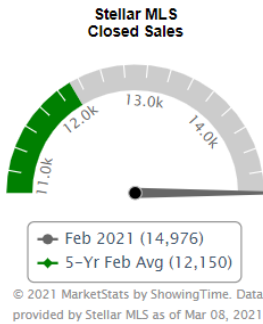
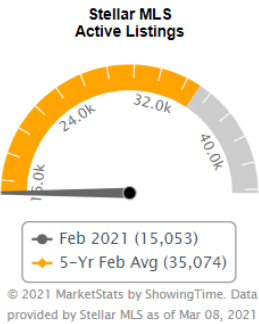
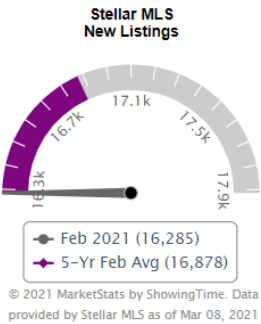
Source: Australian University Adelaide

7.ePropertyWatch’s COVID changes

According to an article written by Gujral et all.(2020), the market seems to have pivoted mostly on the inherent degree of physical proximity among an asset class’s users—even more so than on its lease length. Assets that have greater human density seem to have been the hardest hit: healthcare facilities, regional malls, lodging, and student housing have sold off considerably. By contrast, self-storage facilities, industrial facilities, and data centres have faced less significant declines. As of April 3, by one estimate, the unlevered enterprise value of real estate assets had fallen 25 per cent or more in most sectors and as much as 37 per cent for lodging (the most extreme example). It’s no surprise that—when shoppers avoid crowds, universities send students home, and retailers, restaurants, and hotels close their doors—owning and operating those properties is a less valuable proposition .As we can see in the monthly MLS Marketplace Stats.

Monthly MLS Marketplace Stats

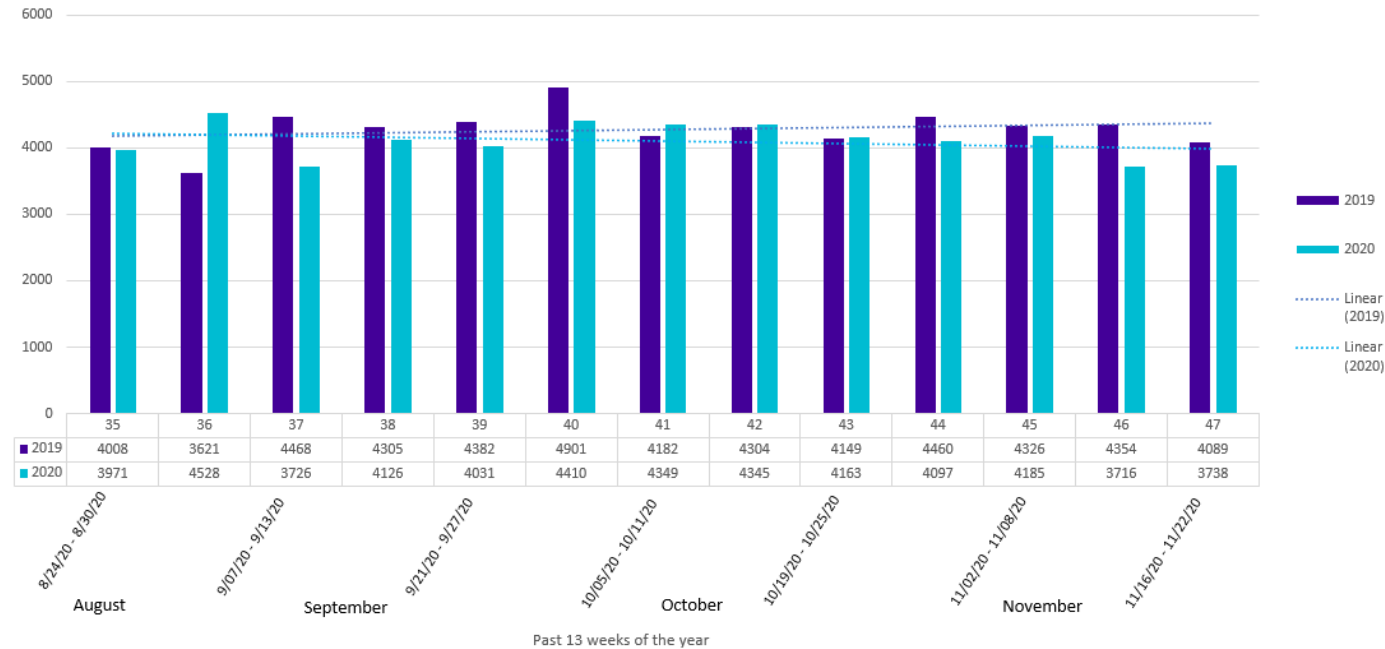
Shown here are a few key monthly stats for the entire Stellar MLS coverage area. This information is courtesy of SmartCharts, which updates on the 10th of every month for the prior month. The basic version of SmartCharts is included in your Stellar MLS subscription and you can access it by clicking the SmartCharts icon on your Stellar MLS dashboard.



A great influence of the pandemic was the lockdown, the loss of jobs, the health of the employees, but also of the citizens of the community. The number of Residential Listings decreased as you can see in the diagram below 2019 vs.2020 (also, see appendix 2.)



Number of Residential Listings* added per week - 2019 & 2020



*Sum of new residential listings added to the MLS within the same week

My Florida tried to adopt the new conditions introduced many online facilities such as: Virtual Open Houses, but you can see in Appendix 3 that this option failed.

Online Appointment

Set Appointment Restrictions in ShowingTime

- 1 If your sellers would like advanced notice before showings, use the "Required Lead Time" to prevent showings without notice or "Suggested Lead Time" to alert showing brokers of their request.
- 2 You can also choose to "Allow Overlapping Appointments" or to only have exclusive showings.
- 3 To block out specific showing times, click the "Add New Showing Restriction" button in the "Add Showing Restriction" pop-up window.
- 4 Type in the reason for the restriction
- 5 Pick the duration of the showing restriction
- 6 Pick the dates for the showing restriction
- 7 Click "Save Showing Restriction"

The image shows two screenshots of the Stellar MLS ShowingTime interface. The top screenshot is the 'Appointment Restrictions' window, which includes options for 'Advanced Notice', 'Maximum Appointment Length', and 'Allow Overlapping Appointments'. It also has a table for 'Showing Restrictions' with columns for Start Date, End Date, Days & Time, and Restriction Reason. The bottom screenshot is the 'Add Showing Restriction' pop-up window, which has sections for 'Pick the duration of the showing restriction' (with radio buttons for 'Fixed' and 'Repeating') and 'Pick the dates for the showing restriction' (with a date range selector and a calendar view).

Guide to MLS Virtual Options for Open Houses and Showings

Stellar MLS is striving to keep you updated with the latest information regarding MLS protocols as the real estate industry pivots to alternative virtual business practices during the Covid-19 pandemic.

Education

- In-Person classes**
 - At local board/association offices
 - Register via the GoPher It Portal
- Webinars**
 - Live classes from the comfort of your home or office
 - Register via the GoPher It Portal
- Online Classes**
 - On-demand classes you can take any time
 - 'How-to' videos and resources
 - Enroll anytime at MFRMLS University



8. Project Implimentation of ePropertyWatch



- Create Charter and Stakeholder Assessment
- Identify and Document Requirements
- Scope Work and Conduct Risk & Opportunity Assessment
- Create High Level Plan
- Conduct Project Kickoff Meeting

- Implement in Staging Environments
- Create QA Plan
- Conduct QA
- Review QA Results Report from Staging
- Implement in Production Environment for QA
- Conduct QA in Production Environment
- Review QA Results Report from Production
- Create Training Documentation
- Create Support Center Documentation
- Create Marketing Plan and Materials
- Conduct Go/No-Go Meeting
- Send Association Staff Coming Soon Communications
- Conduct Staff Training
- Send Customers Coming Soon Communications
- Send Association Staff Pre-Launch Notice

The execution phase of the project management life cycle brings together all the work that the company have completed in initiation and planning. It is in this phase where all of the tasks are implemented and completed for the project before hand over and closure. Execution requires clear leadership and communication skills with the team and engagement with stakeholders regularly to ensure there is clarity in the delivery of the project to objectives. The ability to communicate effectively with the team and stakeholders will set the tone for this entire phase. Efficient communication provides clear instructions providing information, so the answers generate a very useful feedback. It will also include successful management of any conflict that may arise. The ability to be fully prepared and organized provides a platform to set all activities in motion that need to be completed. Thorough preparation and organisation will also help to deal with any uncertainties that may arise constructively and deliberately. Lastly, the ability to carefully and systematically coordinate all activities especially during this pandemic period, so that they are completed on time, is critical to success. In order to do this successfully, continuous communication with both internal and external stakeholders is required. And a certain level of negotiation and compromise needs to take place to ensure all objectives are met by each stakeholder. This can be a challenging phase for any project manager. But consistency in your approach and the ability to follow your plan with reasonable flexibility is the key to success.

8.1 Closure

The goal of the implementation plan is to ensure that the project is delivered to the buyer and the project outcomes accepted. In doing so, the buyer agrees that the quality specifications have been met. Projects are based on results, so the project manager must ensure that outcomes have been achieved and delivered. A key step here would be to update the project plan with the actual outcomes from the final stage together with confirmation that the project has been accepted. Bear in mind that project hand over can be undertaken in stages or done as a single hand over process at the end. As the project manager, the person who needs to confirm that the project can be closed. It is at this point that stakeholders will be advised that the project is coming to an end and that all outstanding documentation needs to be submitted for final execution. My Florida needs to finalise any contracted services, including any outstanding documentation, warranties, and other unresolved issues that still need to be completed. In this pandemic situation, we need to be very careful with all restrictions, and would communicate pending closure to suppliers and contractors, such as IT services.

9.SWOT Analysis



Strengths

- 1.The company have the necessary skills in-house
- 2.Has a budget been assigned to the project
3. Access to an affluent natural market
4. Well respected in the neighborhood/community
5. Connections with a good hard-money lender



Weaknesses

- 1.Overweight
2. Poor Spanish skills (but lots of Spanish-speaking people in the area)
3. Managing broker is new at the job



Threats

- 1.Interest rates on the rise
2. Overpriced stock market could implode, reducing the “wealth effect”
3. Major storms in South Florida have been known to impact demand



Opportunities

1. New factory opening in area, attracting many jobs
2. More and more agents are joining to My Florida

It is recommended to use SWOT Analysis as an X-ray that should be performed periodically to understand the results of business planning and better calibrate future measures. In the analysis that is performed, it is good to take into account the impact on the business and the resources allocated for the measures that you are going to apply. It is said that 20% of resources produce 80% of the effects. The analysis must identify the most relevant aspects in terms of impact on the result and allocate resources (time for analysis and implementation of measures, financial resources, human, material, etc.) to them.

10. Conclusion and Recomendations

Project management can be defined as a dynamic process that establishes and implements the vital objectives of the organization and that optimally uses all the resources available in this regard: time, budget, technology, human resources, etc. The activities that characterize this process are: planning, scheduling in time and supporting the development of activities, monitoring, evaluation and taking corrective measures necessary to achieve the objectives of the project. Project management has also developed as a result of increasing access to modern information technologies so that today have become common tools technologies that facilitate work in multidisciplinary teams (groupware), the use of information systems dedicated to project management (which use work in virtual offices, programs for planning, carrying out and evaluating projects, assessing the risks related to a project, etc.). An equally useful tool, even if of a different nature, is the professional associations for project management, which facilitate access to relevant information for organizations that use - or intend to develop - a project-based managerial organization. For My Florida, this project management will increase productivity with ePropertyWatch, a new concept for this company. Complete risk elimination is a utopian picture of the problems or, at best, a cost-effective option. The risk analysis must precede the onset project, and if the result of this analysis is unfavorable, the project may sometimes be adjusted. even completely abandoned. Using in this Agile project we will build a good relationship with customers, having unlimited access with them interacting..The recommendations are the following (the project must have):

1. Effective and assertive communication
2. Defining project requirements
3. Stakeholder management
4. Realistic estimates
5. Focus on business value and technical details
6. Creating a consistent methodology for project planning and execution

11.References

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12.Appendix

Task Name	Predecessors	% Comp.	Duration	Start	Finish
ePW Plan		100%	40.61 days?	Tue 1/3/17	Tue 2/28/17
Initiation and Planning		100%	4.83 days?	Tue 1/3/17	Mon 1/9/17
Create Charter and Stakeholder Assessment		100%	0.25 days?	Tue 1/3/17	Tue 1/3/17
Identify and Document Requirements	2FS+1 day	100%	0.19 days?	Wed 1/4/17	Wed 1/4/17
Scope Work and Conduct Risk & Opportunity Assessment	3FS+1 day	100%	0.25 days?	Thu 1/5/17	Thu 1/5/17
Create High Level Plan	4FS+1 day	100%	0.13 days?	Fri 1/6/17	Fri 1/6/17
Conduct Project Kick Off Meeting	5FS+1 day	100%	0.02 days?	Mon 1/9/17	Mon 1/9/17
Executing, Monitoring and Controlling		100%	30.78 days?	Mon 1/9/17	Tue 2/21/17
Implement in Staging Environments	6SS	100%	1 day	Mon 1/9/17	Tue 1/10/17
Create QA Plan	6FS+1 wk	100%	0.25 days?	Mon 1/16/17	Tue 1/17/17
Conduct QA	9FS+1 day	100%	0.75 days?	Wed 1/18/17	Wed 1/18/17
Review QA Results Report from Staging	10	100%	0.04 days?	Wed 1/18/17	Wed 1/18/17
Implement in Production Environment for QA	11FS+1 day	100%	1 day	Thu 1/19/17	Fri 1/20/17
Conduct QA in Production Environment	12FS+1 day	100%	0.38 days?	Mon 1/23/17	Tue 1/24/17
Review QA Results Report from Prod	13	100%	0.02 days?	Tue 1/24/17	Tue 1/24/17
Create Training Documentation	14FS+1 day	100%	0.38 days?	Wed 1/25/17	Wed 1/25/17
Create Support Center Documentation	15SS	100%	0.06 days?	Wed 1/25/17	Wed 1/25/17
Create Marketing Plan and Materials	16SS	100%	1 day	Wed 1/25/17	Tue 2/7/17
Conduct Go/No-Go Meeting	14FS+3 days, 15FS+3 days, 16FS+3 days, 17FS+3 days	100%	0.07 days?	Fri 2/10/17	Fri 2/10/17
Send Association Staff Coming Soon Communication	18FS+1 day	100%	0.03 days?	Mon 2/13/17	Mon 2/13/17
Conduct Staff Training	18FS+1 day	100%	0.19 days?	Mon 2/13/17	Tue 2/14/17
Send Customers Coming Soon Communications	20	100%	0.03 days?	Tue 2/14/17	Tue 2/14/17
Send Association Staff Pre-Launch Notice	21FS+4 days	100%	0.03 days?	Mon 2/20/17	Mon 2/20/17
Launch Day		100%	0.38 days?	Tue 2/21/17	Tue 2/21/17
Expose Product Links to Customers	22FS+1 day	100%	0.13 days?	Tue 2/21/17	Tue 2/21/17
Conduct Post Launch QA	24	100%	0.13 days?	Tue 2/21/17	Tue 2/21/17
Send Launch Day Communication	25	100%	0.13 days?	Tue 2/21/17	Tue 2/21/17
Closing		100%	0.02 days?	Tue 2/28/17	Tue 2/28/17
Conduct Lessons Learned	26FS+1 wk	100%	0.02 days?	Tue 2/28/17	Tue 2/28/17
Project Management Task/ Bucket	2	100%	1.88 days	Tue 1/3/17	Thu 1/5/17

Task Name	Predecessors	% Comp.	Duration	Start	Finish
ePW Plan		100%	40.61 days?	Tue 1/3/17	Tue 2/28/17
Initiation and Planning		100%	4.83 days?	Tue 1/3/17	Mon 1/9/17
Create Charter and Stakeholder Assessment		100%	0.25 days?	Tue 1/3/17	Tue 1/3/17
Identify and Document Requirements	2FS+1 day	100%	0.19 days?	Wed 1/4/17	Wed 1/4/17
Scope Work and Conduct Risk & Opportunity Assessment	3FS+1 day	100%	0.25 days?	Thu 1/5/17	Thu 1/5/17
Create High Level Plan	4FS+1 day	100%	0.13 days?	Fri 1/6/17	Fri 1/6/17
Conduct Project Kick Off Meeting	5FS+1 day	100%	0.02 days?	Mon 1/9/17	Mon 1/9/17
Executing, Monitoring and Controlling		100%	30.78 days?	Mon 1/9/17	Tue 2/21/17
Implement in Staging Environments	6SS	100%	1 day	Mon 1/9/17	Tue 1/10/17
Create QA Plan	6FS+1 wk	100%	0.25 days?	Mon 1/16/17	Tue 1/17/17
Conduct QA	9FS+1 day	100%	0.75 days?	Wed 1/18/17	Wed 1/18/17
Review QA Results Report from Staging	10	100%	0.04 days?	Wed 1/18/17	Wed 1/18/17
Implement in Production Environment for QA	11FS+1 day	100%	1 day	Thu 1/19/17	Fri 1/20/17
Conduct QA in Production Environment	12FS+1 day	100%	0.38 days?	Mon 1/23/17	Tue 1/24/17
Review QA Results Report from Prod	13	100%	0.02 days?	Tue 1/24/17	Tue 1/24/17
Create Training Documentation	14FS+1 day	100%	0.38 days?	Wed 1/25/17	Wed 1/25/17
Create Support Center Documentation	15SS	100%	0.06 days?	Wed 1/25/17	Wed 1/25/17
Create Marketing Plan and Materials	16SS	100%	1 day	Wed 1/25/17	Tue 2/7/17

Appendix 2.

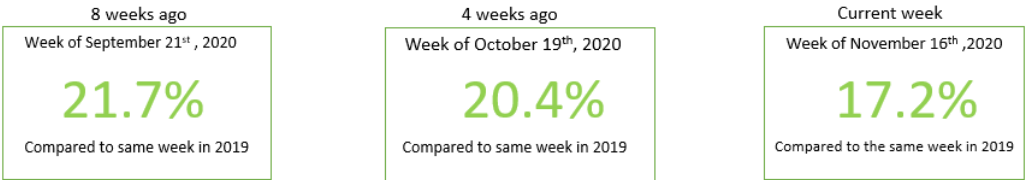


Listing changes to Pending status with comparison to previous weeks

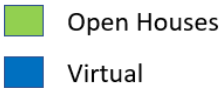


*Negative numbers appear as RED; a decrease is seen as a decline.

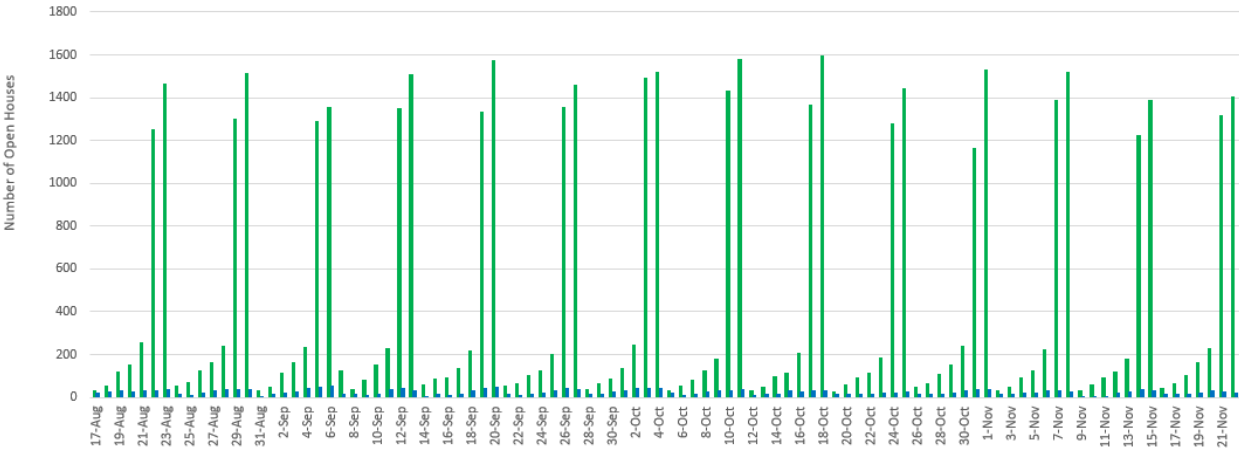
Pending's over a 13 week period for 2019 & 2020



Number of open house showings Per day from 8/09 to 11/15



Showings for the period Open houses had been disabled to date



*Data used is based on each new week being added to existing data from previously query results.