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| **Project Name: Online Insurance Quotation** | | |
| **Vision**: Help increase insurance agent productivity by creating a system to acquire potential client data before final assessment of given insurance. | | |
| **Mission**: Help our insurance system calculate insurance quotes online with rough customer data, in order to provide customers with estimates before speaking with an agent. | | |
| **Success Criteria**: 1) Implement database by March 20th, 2020 2) Increase Agent productivity by allowing customers to acquire rough quotations through our online system. 3) Increase productivity for the signing of new customers within 3 months | | |
| **Project Team** | | |
| Name | Role | Phone |
| E. Entecott | Software Support | (416) 895-8869 |
| S. H. Kang | Process Improvment | (416) 865-6696 |
| D. Lee | Executive Sponser | (416) 287-5437 |
| A. Pagliarussi | Technology Support | (416) 272-9455 |
| B. Venables | Project Manager | (416) 447-7837 |
| **Rules of Behavior**: 1) All team members will treat each other with respect at all times.  2) Project designs and implementation plans with be open for feedback and change for all team members.  3) Open communication among the team and leads will be accepted  4) All prior team member experiences and knowledge will be brought into the development process.  5) Take responsibility for any and all project missteps. Open communication with team members will allow for fixes to be developed quickly.  6) Listen to whomever is speaking during the daily scrum.  7) Help each other, and ask for help when needed. | | |
| **Communications**:  1) We will hold daily meetings in the break room at 8:30am each day.  2) We will aim to attend daily scrums to the best of our ability. (Notices of delay or transit issues will be accepted).  3) Updated tasks will be affixed to the central board and sent in an email each day.  4) Minutes will be sent out within 24 hours of each meeting. 5) If a meeting must be cancelled, members will send in updates to the product owner. Information missed will be given out at the start of the next meeting.  6) All team members are expected to be on time for all meetings. | | |