**Monkey Business**

**1. Introduction**

* Monkey Business will be a mock resource page for a company operations team to review and select procedures, and to pull required documents.
* The website will be supporting company employees who need to quickly verify the correct procedure for varying purchase orders, and who need to pull the required documents quickly.

**2. Expected List of Features**

* Features:
  + FAQ section
  + Generic documents tab (procedural checklist & select/download necessary files)
  + Accordion with product-specific tabs (product-specific checklist & select/download necessary files)
    - Navigate to individual product pages with important information
* Operations teams can quickly find the scenario they are looking for, select it, download the appropriate files and present a ready packet to the client for signature.

**3. Market Survey**

* Most sites are putting lists of forms together with brief descriptions of what they do. This website will instead present scenarios first, and then reveal the documents needed without having to navigate to a new page. This means less clutter up front, but all the information you need is still within easy reach. Design will be clean, almost sterile, to make sure your eyes are first focused only on scenario headers.

**4. References**

* + <https://www.pacificlife.com/home/products/life-insurance/forms.html>
  + <https://www.jackson.com/forms/forms.xhtml>
  + <https://www.rbcroyalbank.com/business/document_forms_guides.html>
  + <https://www.tdameritrade.com/why-td-ameritrade/contact-us/form-library.page>
  + <https://www.merrilledge.com/forms-library>