Phase/Action	Status	Start date	End date	Duration
Basic Concepts				
Types of plans (Trip Protection, Travel Med)	Unstarted		04/09/2020	1d
Annual Plans	Unstarted		04/09/2020	1d
Group	Unstarted		04/09/2020	1d
Types of Coverage (CFAR, FAP)	Unstarted		04/09/2020	1d
Mura vs Legacy Site (+ transition points between Mura and Legac	Unstarted		04/09/2020	1d
Other Ancillary sites (ExpatHC, TIA, etc)	Unstarted		04/09/2020	1d
Plan Quoting Administration				
Overview of moving parts (cm_quote -> Quote component -> Qu	Unstarted	04/10/2020	04/13/2020	2d
Plan Domain orientation session hosted by Michael (Michael/J	Unstarted	04/10/2020	04/13/2020	2d
Current process for backing up/updating XML forms	Unstarted	04/10/2020	04/13/2020	2d
Updating Java objects (frequent types of tasks, gotchas)	Unstarted	04/10/2020	04/13/2020	2d
Updating Rates (workflow by carrier, examples)	Unstarted	04/10/2020	04/13/2020	2d
Quote/Enrollment Workflow				
Quote -> Register -> Purchase -> Fulfillment workflow walkthrough	Unstarted	04/14/2020	04/15/2020	2d
State-specific plans - what are they and how are they managed	Unstarted	04/14/2020	04/15/2020	2d
Private-labelled plans / Plans we collect premiums for	Unstarted	04/14/2020	04/15/2020	2d
documentation on plan-specific logic/business rules	Unstarted	04/14/2020	04/15/2020	2d
Group Quote Request	Unstarted	04/14/2020	04/15/2020	2d
Policy Picker				
What is it and how does it work	Unstarted	04/16/2020	04/17/2020	2d
Policy Picker - how are benefits administered	Unstarted	04/16/2020	04/17/2020	2d
Policy Picker - how are plan warnings administered	Unstarted	04/16/2020	04/17/2020	2d
My Policies				
MyPolicies section walkthrough	Unstarted		04/20/2020	1d
Renew purchase	Unstarted		04/20/2020	1d
Affilitate Management				
Affiliate Management Section walkthrough	Unstarted		04/21/2020	1d
Setting up a new affiliate (+ invite process)	Unstarted		04/21/2020	1d
Tracking affiliate production (+ Sub affiliate)	Unstarted		04/21/2020	1d
Affiliate tech support?	Unstarted		04/21/2020	1d
Affiliate Schedules	Unstarted		04/21/2020	1d
Carrier/Product Update Process				
Select Quote/Purchase API	Unstarted	04/22/2020	04/24/2020	3d
PayPal Integration	Unstarted	04/22/2020	04/24/2020	3d
Obtain rates	Unstarted	04/22/2020	04/24/2020	3d
Obtain API documentation	Unstarted	04/22/2020	04/24/2020	3d
Obtain Plan/Coverage Details	Unstarted	04/22/2020	04/24/2020	3d
Document Carrier Contact Information	Unstarted	04/22/2020	04/24/2020	3d
Carrier Relationship Communication Plan	Unstarted	04/22/2020	04/24/2020	3d
Verify Carrier API via external tool (postman, etc)	Unstarted	04/22/2020	04/24/2020	3d
Format and import Carrier Rates	Unstarted	04/22/2020	04/24/2020	3d
Testing DEV	Unstarted	04/22/2020	04/24/2020	3d
Testing Beta	Unstarted	04/22/2020	04/24/2020	3d
Go Live Process	Unstarted	04/22/2020	04/24/2020	3d
Carrier Testing /Approval Process	Unstarted	04/22/2020	04/24/2020	3d
Troubleshooting issues with the carriers	Unstarted	04/22/2020	04/24/2020	3d
handling reported errors/troubleshooting reported issues	Unstarted	04/22/2020	04/24/2020	3d
Other				
Other TIC Administration Tasks	Unstarted	04/27/2020	04/28/2020	2d
BoldChat - still in use?	Unstarted	04/27/2020	04/28/2020	2d
Support for TravelInsuranceIsrael	Unstarted	04/27/2020	04/28/2020	2d
Google analytics administration - Creative owns?	Unstarted	04/27/2020	04/28/2020	2d
Recommendation Tool	Unstarted	04/27/2020	04/28/2020	2d
payeezy	Unstarted	04/27/2020	04/28/2020	2d
Misc				
All supporting documentation has been saved	Unstarted		04/29/2020	1d
Discuss concerns/questions	Unstarted		04/29/2020	1d
Live Product Implementations				
TII	Unstarted		04/30/2020	1d
Travelex	Unstarted		04/30/2020	1d
Additional Sessions hosted by Michael (Michael/Jason/Mike)				
Affiliate Commission Tracking and Payments	Unstarted	05/01/2020	05/05/2020	3d
Re-Posting Failed Policies	Unstarted	05/01/2020	05/05/2020	3d
Call Center Sales Tracking	Unstarted	05/01/2020	05/05/2020	3d