

Project Title:

VAM

Identifier:

Start Date

Jan 6, 2021

Target End Date

Mar 13, 2021

Stakeholders

	Name	Department	E-Mail
Project Sponsor	Board		
Project Manager	Alec Harmer		
Other Stakeholders			
	Donna White		
	Warren Ting		
	Barb Dinnage		
	Ryan Colquhoun		
	Ashley Kamphorst		

Project Description

To create and implement HTM's first ever Virtual Annual Meeting

Project Purpose/Business Benefit

The pandemic has created an environment where an in-person annual meeting will not be possible. Extension beyond our regulatory required date of March 31st is not an option for 2021. This means we need to have a virtual meeting.

Here are some of the challenges we face...

1. Educating our policyholders on the new meeting process
2. Only policyholders can attend, so the registration process must have validations of attendees
3. There are several votes and with over 50 people (estimate), how do we record these votes
4. Potentially, one person could have voting rights of two or more organizations
5. Providing the opportunity for questions and comments during the meeting
6. Educating policyholders on the use of technology (how to vote for example)

Deliverables

We need to provide an annual meeting presentation consistent with the quality of an in-person event. We need to meet all regulatory and meeting requirements to ensure the annual meeting was "duly run".

Success Criteria

	Success Criteria	Authorization
	The project must be completed by the annual meeting	
	The meeting is held with the appropriate people in place	

	The meeting is held with appropriate controls in place	
	Voting on the important topics takes place and is recorded and accurate	
	All requirements for the annual meeting are successful	

In and Out of Scope

In Scope (Project Deliverables)		Out of Scope (Items that will not be delivered as an end result of this project)	
	Virtual planning meeting powerpoint		
	Scripts for all participants		
	Outlined duties for all support staff		
	Documentation to help policyholders		
	Use of current technology (Zoom)		

Constraints

Constraints (Project constraints include anything that may limit the project team's ability to complete the project successfully)	
	The biggest constraint is regarding our software features (Zoom)

Risks

Risk Description	
	Connectivity
	Uninvited guests
	Missing votes
	Missing requests for question/comment
	Policyholder experience getting in to the meeting
	Disruption of the meeting (not muted, etc.)
	Loss of main presenter connectivity or freezing of software

Milestones

Milestone	Target Completion Date	✓
Information to policyholders about the meeting	Jan 31, 2021	
Document on how to access our meeting and registration process	Feb 28, 2021	
Creation of Annual meeting presentation	Feb 28, 2021	
Testing voting process	Feb 15, 2021	
Rehearsing Scripts for presenters	Mar 5, 2021	
Annual meeting presentation	Mar 13, 2021	

Resources

Resource	Department
Allan Sheppard, Chair	Director
Dave Rutherford, Vice Chair	Director
Brian Wilkinson	Auditor

Communication Plan

Type	Audience	Frequency	Owner	Distribution Format
Meetings - Virtual	Project Team	Bi-weekly	Alec	Zoom
Board Update	Board	Monthly	Alec	Zoom

Project Team Roles & Responsibilities

Role	Name	Responsibilities
Project Manager	Alec	To ensure the project moves forward to meet all the milestones. Subject matter expertise on annual meeting requirements and voting. Presentation at the annual meeting.
Presenter	Allan	Presentation to the policyholders at the virtual AGM.
Presenter	Dave	Backup for Allan
Presenter	Brian	As our Auditor, Brian will present the auditors report. He also acts as our parliamentarian
Presenter / Technical	Donna	Donna will be presenting the financial report as well as providing technical assistance for the project
Presenter / Administrative	Barb	Barb will present minutes of the 2020 annual meeting, communication to policyholders through various media of the meeting and access, reviewing virtual audience for voting confirmation and questions, backup for meeting minutes.
Technical Support	Warren	Warren will provide additional technical support for the ZOOM product, reviewing virtual audience for voting confirmation and questions.
Administrative Support	Ashley	Ashley will assist members of the project team, and preparing meeting minutes
Technical	Ryan	Ryan will ensure the technology required to perform the meeting is suitable and investigate alternatives if necessary. Ryan will monitor the annual meeting and ensure backups are in place should a technical issue occur.



Virtual Annual Meeting

Project Approvals

Project Sponsor Signature Date

Project Manager Signature Date