The purpose of this notebook is to keep staff informed of past, current, and upcoming projects. Staff is encouraged to refer to the notebook for information regarding projects, and to actively submit notes about projects as needed.

If a project is not completed by the end of a shift, the project will be temporarily on hold until the shift returns. Therefore, each shift should commit to their assigned projects. If staff finds there is a need for additional projects, they are encouraged to submit a project proposal for approval by the director.

**Projects will not transfer across shifts**.

Communication is crucial to organizational success, especially when working shifts.

Projects will be approved and delegated by the director