

## PROTOCOLS FOR CHANGE:

*If you have any changes you'd like to make, please adhere to the Protocol for Change Plan that is outlined below.*

### FOR ANY CHANGES:

- If you shall change your mind about something, please EMAIL the changes to my email: [sha.alvandi@gmail.com](mailto:sha.alvandi@gmail.com)
  - Please Follow this Format
    - **Global Edits** –  
provide a grocery list of to do  
(Fonts, headers, footers, etc.)
    - **Per Page Edits** –  
(ie Page-Home) grocery list
- I will reply to you via email or phone call within 48 hours.
- I am not available between 9am to 12:30pm
- Alternatively, you can discuss these changes during our weekly meetings on Tuesdays at 12:30pm at the Seneca Markham campus.

### URGENT MATTERS:

- In case of an urgent matter, please TEXT me on my mobile: **647-687-6919**
- I will be sure to return your text within 48 hours.
- Feel free to follow up with an email if you were unable to reach me by texting.

### FOR CANCELLING OR MAKE CHANGES TO A MEETING TIME:

- If you are unable to attend the weekly meeting, please EMAIL me at my email: [sha.alvandi@gmail.com](mailto:sha.alvandi@gmail.com) by the 9pm of the night before scheduled meeting day.