

## CONFIDENTIAL - INTERNAL DOCUMENT

# Official Unofficial Procedure for Complying With the Official Project Initiation Procedure

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Revision: Rev 0.93b

Effective Date: When Mercury is in Retrograde

Approved By: Brenda's Coffee Mug & Committee for CPTHEFT\*

### IMPORTANT NOTICE

This document has been peer-reviewed by Brenda's coffee mug and approved by the Committee for Prohibiting Traction, Hindering Efficiency, and Forestalling Timelines (CPTHEFT).

## Step 1: Pre-Pre-Approval Coordination

Before initiating a project, confirm with Brenda that you are thinking about initiating a project. Use Form PPI-01: 'Declaration of Intent to Potentially Submit a Future Form.' Must be signed in blue ink and scanned upside-down at exactly 300 DPI (Brenda can tell the difference).

- Obtain Form PPI-01 from the shared drive (password changes weekly)
- Sign in Corporate Blue #4 or Sadness Blue ink only
- Scan document upside-down at exactly 300 DPI
- Email with subject: 'URGENT: Non-Urgent Request for Future Consideration [PLEASE IGNORE]'

### WARNING

Do not CC Brenda on the email. Reply-all instead. She prefers to be surprised by her own involvement.

## Step 2: Initiation of Form Request Form

To request the form needed to initiate the project, submit a Form Request Form (FRF). Do not use the actual initiation form prematurely. That's initiative. We don't reward that here.

- Locate Form Request Form (FRF) template in shared drive
- Evaluate your tone, font choice, and 'please' usage (must be exactly 3.5 instances)
- Submit for review by Brenda's evaluation committee
- Wait for approval from office plant Phil (astrological compatibility required)

### PRO TIP

Brenda's preferred email subject line format is: 'URGENT: Non-Urgent Request for Future Consideration [PLEASE IGNORE]'

## Step 3: Perform the Ritual

Schedule a 15-minute Teams meeting with Brenda. She won't attend. This is symbolic. Like a corporate séance. Take notes. Nothing is said, but it's important that you're seen trying.

- Send calendar invite for exactly 15 minutes
- Prepare comprehensive meeting agenda (will not be used)
- Join meeting alone at scheduled time
- Take detailed notes on the silence
- Send follow-up email marking meeting as 'productive' and 'aligned with strategic initiatives'

## Step 4: Fill Out the Form (But Not Really)

You'll be given a PDF with 47 fields, 6 of which contradict each other. Important fields include:

- The client's astrological sign (Phil the office plant must approve compatibility)
- The budget Brenda believes you should have (hint: always 30% less than what you need)
- Project Title (Format: [Client Initials] – [Vision Statement] – [2025 Rev3 Aspirational Placeholder])
- Your manager's mother's maiden name (for 'security purposes')
- The exact time you realized this project was necessary (to the microsecond)
- A haiku describing your feelings about synergy

### WARNING

Field #23 ('Reason for Existing') cannot be left blank, but any answer will be marked as incorrect.

## Step 5: Submit to The System

You will enter 3 fields in the app. This is fine. Brenda will immediately overwrite them 'for consistency.' Then she'll email you asking why you didn't follow the form.

- Access the corporate submission portal (credentials expire daily)
- Enter required data in the 3 accessible fields
- Submit for processing
- Watch as Brenda immediately overwrites your entries
- Prepare thoughtful response to her email about non-compliance

## Step 6: Apologize

Privately and sincerely acknowledge that you were wrong. Brenda was right. Brenda is always right. Your calendar will automatically schedule a Form Review Reflection Session. BYOF (Bring Your Own Form).

- Submit apology in triplicate using Contrition Expression Template (CET)
- Attend automatically scheduled Form Review Reflection Session
- Bring your own form (any form will do, wrong form preferred)
- Express sincere gratitude for the learning opportunity
- Pre-apologize for future mistakes you haven't made yet

### PRO TIP

Brenda will grade your apology based on sincerity, font size, and whether you remembered to apologize for things you haven't done yet.

## Step 7: The Waiting Game

Your project will enter the 'Pending Review' phase, which is corporate purgatory. Brenda will review it when Mercury is in retrograde, or when she finishes her current crossword puzzle, whichever comes last.

- Check status daily (it won't change)
- Prepare for extended limbo period
- Consider career change to something simpler, like quantum physics
- If approved with conditions, celebrate briefly then return to Step 1
- 'Under Review' - Brenda hasn't looked at it
- 'In Progress' - Brenda has looked at it but disagrees with your font choice
- 'Needs Clarification' - Brenda wants you to guess what's wrong
- 'Approved with Conditions' - Congratulations, you may now restart from Step 1

**Footnotes:**

1. Blue ink must be specifically 'Corporate Blue #4' or 'Sadness Blue.' No substitutions. Brenda can smell cheap pens.

**Document History:**

- v0.93b: Added Step 7 after Brenda realized people were occasionally succeeding
- v0.92a: Removed 'Skip to Success' button that was accidentally included
- v0.91: Initial release (immediately recalled due to 'excessive optimism')