

Core Principle

Every piece of information from emails, WhatsApp, Teams, phone calls, site conversations — must be transferred into **COREPP**.

- **COREPP is the single source of truth. If it's not in COREPP, it does not exist.**
- Tasks are mandatory. If you read it, hear it, or see it — **make a task.**
- Track tasks daily. Reassign/reschedule for follow-ups. ***No memory or private notes.***

