

## **File Structure Guide:**

### 1. Limit folder depth and breadth:

Depth:

Keep folder hierarchy shallow: limit the number of nested sub-folders to a maximum of 3 levels. For example:

- Main folder
  - Level 1 sub-folder
    - Level 2 sub-folder
      - Level 3 sub-folder

Breadth:

Restrict sub-folder count: avoid having more than 10 sub-folders within a folder.

### 2. Implement descriptive folder naming:

Use clear, descriptive names for folders to make their contents easily identifiable. Avoid vague labels and opt for names that reflect the folder's purpose or content.

### 3. Include a guide

Place a guide (.txt or .pdf) in each main folder that describes its structure and contents. This should explain the purpose of the folder, the organization of its sub-folders, and any relevant instructions for users.

### 4. Create a template folder

Template folder: Develop a template folder containing blank forms, sample sub-folders, and/or placeholder files for new initiatives. For example:

- Project Template Folder
  - 01 Project Outline
  - 02 Documents
  - 03 Resources
  - Folder Guide.txt

### 5. Maintain consistency

Apply consistent naming conventions for files and folders.