

Main Folder		Primary Sub-Folder		Secondary Sub-folder		Tertiary Subfolder		Dedicated for:
01	Admin	01	Agreement	01	Client			Agreement signing documents with client (e.g. agreement letter, draft contract, signed contract, extended contract).
		02	Contract					Contract signing documents with staffs. (e.g. circular, applicants database, offer letter, contract paper, onboarding checklist).
		03	Finance	01	Invoice			Invoice papers.
				02	Requisition			Requisition papers.
		04	Budget	03	Bill			Bills with proof.
				01	Proposed			Final Financial Proposal and Extended Financial Proposals.
02	Resources	01	Instruments	02	Report			Project-end or budget track report.
				01	Paper			Paper version of questionnaires.
				02	XLSForm	01	Attachments	All form attachments including plug-ins.
		02	Program					XLS version of the instruments.
				03	Print			Printed version of the instruments.
				01	Ado			Adopted additional programs required for data management.
		03	Data	02	Codes			Code files.
				01	Pilot			Pilot Instruments, Data and Documents. (Do we need seperate folders for pilot instruments and do file here?)
				02	Sample			Sample data set shared for kick-off.
				03	Raw			Raw dataset for main, additional and backcheck surveys; Can also add folders for Qualitative data
				04	Checks	01	Inputs	Structure required for HFC.
						02	Outputs	Structure required for HFC.
				05	Corrections			All Correction, Translation and Data Incorporation Sheets.
				06	Clean			With Codebook.
				07	Media			Media from Server.
				08	Log			Program-run log.
03	Consolidation	01	Working Data	01	Log			Program-run log for PI, Client or Consultants.
				02	PI data			Data stored by PI, Client or Consultants.
		02	Program	01	Ado File			Adopted additional programs required for data management.
				02	Do File			Code files produced by PI, Client or Consultants.
		03	Analysis	01	Table			Table produced on Final Dataset.
				02	Figure			Figure produced on Final Dataset.
				03	Illustration			Illustration produced on Final Dataset.
				04	Report			Report produced on Final Dataset.
				05	Presenatation			Presentation on overall report
04	Execution	01	Gantt Chart					Link of Gantt Chart and finalized versions.
		02	Meeting Minutes					Link of Meeting Minutes and finalized versions.
		03	Project Log					Link of Project Log and finalized versions.
		04	Hiring and Onboarding					Documents associated with onboarding and hiring (e.g. Onboarding deck).
		05	Protocol and Manual					Project Protocol and Manual.
		06	Field Materials					Field Plan, Materials and Logistic Support.
		07	Training Materials					All Training Materials.
05	Documentation	01	Proposal					All Draft, Extended version of Technical Proposal.
		02	Onboarding documents					Project documents such as Log frame, project documents, preveous reports, tools and brouchures
		03	Inception					All Draft, Extended version of Inception/kick-off plan.
		04	Design					Documents associated with research design and plan.
		05	IRB	01	Applications			IRB Application.
				02	Amendments			IRB Amendments.
				03	Approvals			IRB Approvals.
				04	Certificates			IRB Certificates.
		06	Letters and Permissions					Letters and Permissions associated to project execution.
		07	Reports					Reports and Visualizations.
		08	Email					Email Store.
		09	Outreach					External Outreach and social media including pictures captured from field.
		10	Deliverables					All type of final deliverables in zip format