

WSCIJ SharePoint File Management Policy

This policy explains how the Wole Soyinka Centre for Investigative Journalism (WSCIJ) team should organize, store, and access documents using SharePoint to ensure proper collaboration and easy access to files.

1. Main Site

All team documents must be stored in the WSCIJ Team Site on SharePoint. This is the central hub for storing, sharing, and managing all official documents.

2. Folder Structure

Each programme, event, or department will have its own folder. Below are the main folders to be created:

SITE NAME: WSCIJ Team

Folder Names:

- WSCIJ_CMEDIA
- WSCIJ_Civic_Space_Guard
- WSCIJ_Report_Women
- WSCIJ_AIM_Conference
- WSCIJ_Award
- Administrative Documents
- Finance Documents
- HR & Staff Records

Each main folder will have subfolders such as: Reports, Photos & Videos, Budgets, Proposals, Attendance Sheets, Communication Materials, and Presentations.

3. Roles and Responsibilities

Each department will have one staff member responsible for uploading and organizing documents:

- Programme Department – Eunice
- Communication Department – Kachi
- Finance Department – Aderonke
- Admin/HR Department – Hope
- Technology and Innovation Department – Stefan

Their duties include uploading finalized or approved documents, naming files correctly, removing duplicates, and ensuring everyone in the team can access what they need.

4. Access Control

- All staff will have Read (view-only) access to the SharePoint Team Site.
- Department uploaders will have Edit access to their department folders.
- The IT or Admin team will have Full Control access for all folders.
- Sensitive folders (Finance, HR) will be restricted to authorized staff only.

5. Workflow and Version Control

1. Team members send documents to their department uploader via Teams or email.
2. The uploader reviews and saves the file in the correct SharePoint folder.
3. For multiple versions, use a version label in the file name, e.g.,
Report_Women_Report_May2025_v2.docx.
4. Everyone can access documents through Microsoft 365 → SharePoint → WSCIJ Team Site → [Programme Folder].

6. Best Practices

- Use clear and descriptive file names.
- Store all team documents on SharePoint, not personal OneDrive.
- Avoid uploading zip folders or very large videos; use Stream or OneDrive links instead.
- Review folders quarterly to remove old or duplicate files.
- Only upload official, work-related documents.

This policy helps everyone at WSCIJ stay organized, reduce confusion, and make it easy to find and share files.