

# Project Directory and Work Flow

The project template includes these main directories and scripts:

1. **ANALYSIS** - A directory containing the following analysis scripts:
  - (a) **01\_clean.data.R** initial cleaning of raw transcripts
  - (b) **02\_analysis.I.R** initial analysis
  - (c) **03\_plots.R** plotting script
2. **CODEBOOK** - A directory to store coding conventions or demographics data
  - (a) **KEY.csv** A blank template for coding information
3. **CORRESPONDENCE** - A directory to store correspondence and agreements with the client:
  - (a) **CONTACT\_INFO** A text file to put research team members' contact information
4. **DATA** - A directory to store cleaned data (generally .RData format)
5. **DATA\_FOR\_REVIEW** - A directory to put data that may need to be altered or needs to be inspected more closely:
6. **DOCUMENTS** - A directory to store documents related to the project
7. **PLOTS** - A directory to store plots
8. **PROJECT\_WORKFLOW\_GUIDE.pdf** A pdf explaining the structure of the project directory (this document)
9. **RAW.DATA** - A directory to store raw data related to the project:
10. **REPORTS** - A directory relatede reports and presentations; see **REPORT\_WORKFLOW\_GUIDE.pdf** for details
11. **TABLES** - A directory to export tables to
12. **.Rprofile** - Performs certain tasks such as loading libraries, data and sourcing functions upon startup in RStudio
13. **extra\_functions.R** - A script to store user made functions related to the project; already contains:
  - (a) **email** - A function to view, and optionally copy to the clipboard, emails for the client/lead researcher, analyst and/or other project members (information taking from /CORRESPONDENCE/CONTACT.INFO.txt file)
  - (b) **todo** - A function to view, and optionally copy to the clipboard, non-completed tasks from the TO.DO.txt file
14. **LOG** - A text file documenting project changes/needs etc.
15. **xxx.Rproj** - A project file used by RStudio; clicking this will open the project in RStudio
16. **TO\_DO** - A text file documenting project tasks