**Tutorial 6**

**Activity 1:**

1. Storage and Accessibility: Explain why it is important to store and organise your files eﬃciently. (2-3 sentences)

**Answer:**

It is very important to store files efficiently and keep them organised when working in a team setting or in even in an individual project. Keeping the files organised ensures that they are easy to locate, backed up religiously, and consistently maintained. This allows us to find data easily when needed, makes sure that data is not lost (or can at least be recovered easily), reduces unnecessary duplication of work, and makes sure data can easily be shared across team members so that they can access the correct working versions of the files quickly (i.e. version control).

1. File Storage Methods: Explain your methods for storing the diﬀerent types of data in the scenario. Specify which data types may require special access controls. (2-3 sentences)

**Answer:**

I would store the different types of data and files in separate, clearly labelled folders with a hierarchical subfolder structure. Literature Review would be in a folder with the same name and with subfolders for each type of document (eg. Journals, Books, Articles, etc.), Quantitative Analysis would have its own folder with a subfolder for raw survey data called “Data” and a subfolder for scripts and other code files called “Code”, Qualitative Analysis would contain “Transcripts”, “Protocols”, and “Consent Forms” to store the respective types of files, “Reports and Drafts” would be a separate folder for our documents , and all additional materials would be stored in a “Media” folder. The Data, Code, Transcripts, Protocols, and Consent Forms folders/subfolders would all need strict access controls because they would have sensitive participant data.

**Activity 2:**