**File management plan**

To ensure that all files are organised and easy to locate, the following file management plan has been applied:

1. File naming strategy

* All files will need to accessible on any Mac device. For this reason, file names will be made up of lower-case land capital letters, numbers and symbols.
* All file names will remain short yet informative, and not exceed a 50-character limit.
* All file names will use the pascal case convention, meaning no spaces will be left in between words. Spaces will be replaced with the capitalisation of the first letter in every word.

1. Folder hierarchy and naming strategy

* Each folder will have a short yet descriptive name that represents the files stored inside.
* There will be a maximum of three levels of nested folders to improve searchability.
* Planning folder for any planning documents (like this one)
* An archive folder will be used to store any unwanted files.

1. Backups

* There will be a hard copy on my Mac
* There will be a cloud version on OneDrive