**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 macOS device. For this reason, file names will consist of capital and lower case letters, numbers and common symbols.
* All file names will remain short yet informative, and not exceed a 50-character limit.
* All file names will use the kebab case naming convention, meaning no spaces will be left in between words. Spaces will be replaced with the – symbol.
* A file key will be kept in a word document with the name of the file as well as a short description of what is contained in it in order to ensure that the name of the file can not be misinterpreted resulting in a loss of file due to human error

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.
* An archive folder will be used to store any unwanted files.
* Each folder will contain the name of the sat criterion as well as the numbered accordance that the information contained within will be consistent of the files related to that criterion in order to make working on the criterion easy as well as in the event when files are required to be recalled there will be a file key that is documented throughout the completion of sats that contains a list of all files within that topic to make locating the data easy as well as highly trackable

1. File backup plan

* An alias (shortcut from windows) will be added to the desktop that is linked to a one drive account which will allow for easy transfer of data to a external service in the event of the primary MacBook becoming damaged physically or through soft means such as malware or a virus.
* Each time a file is edited a copy will be stored automatically on the one drive as well as in a cache on the computer to allow for offline access.
* OneDrive comes with features that will allow for different versions of the same file to be stored and reverted as needed in the event of a human error where a file is deleted or information in the file is deleted and then saved.

**File security plan**

The following methods will be applied to ensure that all files are kept safe and out of the hands of unauthorised parties.

1. Physical security

* Files stored locally on laptop will not be displayed when unknown people are around.
* Laptop will not be left at school overnight.
* Laptop will be stored overnight in a safe bolted to a desk in the event
* While laptop is in transit it will be secured to prevent damage

1. Software security

* All files will be stored on the OneDrive cloud service. A very strong password will be used along with two-factor-authentication to prevent unauthorised parties from accessing data.
* An authenticator app will be used with OneDrive with a biometric lock to prevent access to the files while stored
* Laptop will always be locked before leaving it to ensure that unauthorised parties are not able to access files when I am not around.
* The laptop will have a secure password set to prevent unauthorised access