File Management Plan

## File naming strategy

* All files will need to accessible on any macOS device. For this reason, file names will consistent

of capital and lower case letters, numbers and common symbols.

* All file names will remain short and informative
* All file names will use the camel case convention, meaning no spaces will be left

in between words. And only the first word will be uncapitalised

* Files will be named after what’s inside them (word docs, csv, excel, etc)

## Folder hierarchy and naming strategy

* Each folder will have a short and descriptive name that represents the files stored inside
* There will be a max of three layers of nested folders to improve searchability.

A screenshot of a computer

Description automatically generated

* An archive folder will be used to store any unwanted files

A blue folder with a white background

Description automatically generated

* There will be a master folder that stores all subsequent folders for the sat

A blue folder with black text

Description automatically generated

* Different file types will be stored in different folders (word docs, csv, excel, etc)

File security plan

## Physical security

* Files stored on laptop will not be displayed to unknown people
* Laptop will not be left at school
* Laptop will not be left alone
* Backup of all files will be stored on a usb drive
* Usb Backup will be stored in a safe space known by only me
* Laptop will be kept safe form unauthorised access

## Software security

* All files will be stored on the OneDrive cloud service.

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* 2 factor authentication will be used to keep logins safe
* A very strong password will be used along with two factor authentication to prevent

unauthorised parties from accessing data

* Laptop will always be locked before leaving it to ensure that unauthorised parties are not

able to access files when I am not around

* A guest account will be created on laptop for others who may need to use device. They will not have access to files.
* Strong antivirus will be used to prevent malware and viruses from entering and corrupting important files
* Usb backup will be protected by a strong password