**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 camel 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, other than the first word.

• Using a labelling convention such as camel case will improve searchability as all files will follow the same convention, making them easier to locate.

• Files will be named beginning with ‘sat’ followed by what the document/criterion involves in camel case, this will improve searchability as all documents relative to the SAT will appear together, separating them from other files on the laptop.

• By using the three letter prefix ‘sat’ this also follows the Hungarian notation.

2. Folder hierarchy and naming strategy

• Each folder will have a short yet descriptive name that represents the files stored inside (labelled after each phase of the SAT)

• There will be a maximum of three levels of nested folders within the folder for each phase of the SAT, in order to improve searchability.

• An archive folder will be used to store any unwanted files.

3. Folder organisation

• Within the Data Analytics folder on OneDrive, folders will be sorted into the Phases shown in the planning document and Gantt Chart (preliminary, analysis, design, development, evaluation).

• Within each folder labelled after each of the 5 phases, they will contain the relevant criterions for the SAT.

• This will make files easy to find as the criterions will be organised within their relevant phases of the SAT

• Any primary research data is sorted into qualitative and quantitative, and any secondary data is sorted into images and text which makes it easy to access and find relevant data when constructing the infographic.

**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 either be within my possession or in a locker with 3 number combination dial lock when at school.

• Laptop will be stored in bedroom wardrobe and not left out in plain sight of others.

2. Software security

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

• A very strong password will be used along with two-factor-authentication or biometrics (thumb print) 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.

• Settings will be configured so that the laptop automatically locks and requires a password immediately after it closes.

• A guest account will be created on laptop for others who may need to use device. They will not have access to files.

3. Data Security

• In the rare event of the laptop being hacked and files accessed, or laptop being stolen while unlocked, no identifiable primary data was collected so none will be able to be accessed on the device.

• If the device is unable to be retrieved or fixed, then the data will be able to be accessed via OneDrive by logging in on another device.

• All primary data collected will be anonymous, so no individuals will be impacted if the security of the data and files becomes compromised, although all of the above steps will be taken to reduce the chance of data being compromised to near zero.