**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 be accessible on any macOS device. This will done using OneDrive and having all files automatically uploaded. For this reason, file names will consist of capital and lower case letters, numbers and common symbols, and will not include any characters that OneDrive doesn’t allow.
* 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.

* All file names will be short and informative, will not exceed a 50-character limit.

2. Folder hierarchy and naming strategy

* There will be a maximum of three levels of nested folders to improve searchability, and there will be no more than 30 files per folder to further help searchability.
* All SAT work will be completed and located within a specific folder for SAT tasks.
* Any other non-SAT work will be completed and located outside of this folder.
* Each folder will have a short yet descriptive name that represents the files stored inside.

3. File management strategy

* Folders will be reviewed and checked to ensure it’suploaded to OneDrive. This will happen weekly.
* Files will be named correctly, and any downloaded files will be renamed and put into the correct folder during this same check.