

## DATA ORGANIZATION DOCUMENT

## THE DARK LADY AWAKENS



## BABBLING, BUMBLING BAND OF BABOONS

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**Purpose:** This document serves as a guide for data management and will provide guidelines on which softwares use and for what, on how to give names to files and how to store them in order to keep everything in order and to avoid each kind of problem that comes from using different tools. Each member of the team must follow these guidelines, no exceptions allowed.

<b>Creation date</b>	27 October 2020
<b>Current owner</b>	Andrea Carrarini
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Revision History		
Who	Date (DD/MM/YYYY)	Comment
Andrea Carrarini	27/10/2020	Document created
Andrea Carrarini	28/10/2020	Software list added
Andrea Carrarini	29/10/2020	Data types, data storage and backup policies and format added
Andrea Carrarini	31/10/2020	Directory structure and naming conventions added
Andrea Carrarini	06/11/2020	Cover page added

## SOFTWARE LIST

Detailed list of all softwares used by the Babbling, Bumbling Band of Baboons team for this project.

### ASSET EDITING SOFTWARE

SW NAME	VERSION	PLATFORM
Gimp	2.10.14	Windows
Draw.io	13.7.9	Windows / Web

Google Docs	Online	Web
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## DEVELOPMENT SOFTWARE

SW NAME	VERSION	PLATFORM
GIT	2.23.0	Windows

## ORGANIZATION SOFTWARE

SW NAME	VERSION	PLATFORM
Google Drive	Online	Web
Trello	Online	Web

## ENVIRONMENTS

Windows 10 is the only OS allowed to be used for this project.

## DATA TYPES AND FORMAT

### TEXT

All work in progress text documents must be in **.gdoc** and contains images and multimedia files. Final versions must be in **.pdf**.

### IMAGES

Use	Format
Reference Images	JPEG - PNG
Templates for documentation	JPEG - PNG
Exported diagrams for documentation	JPEG - PNG

### DIAGRAMS

Save both the **.drawio** file and export the diagram in **.png** or **.jpeg**.

# DATA STORAGE AND ACCESS

**Shared data manager: Andrea Carrarini**

All data is on Google Drive but we decided to also use **GIT** (with a private shared repository on **Github**) to have another degree of safety and a way to both have a backup somewhere safe and to have the possibility to rollback if something terrible happens.

# BACKUP POLICIES

**Backup manager: Andrea Carrarini**

In addition to everything previously said we decided to do an additional manual backup each Sunday at 19:30 CET. The backup file will be stored on an external hard drive.

# DIRECTORY STRUCTURE

```

HP_The_Dark_Lady_Awakens
|
|__ Characters
|   |__ Minerva
|   |__ Olivia de Mort
|
|__ Documentation
|   |__ Diagrams
|   |__ Documents
|   |__ Story and dialogues
|   |__ DOD.gdoc
|
|__ Enemies
|   |__ Common
|   |__ Bosses
|
|__ General images
|
|__ Reference images
|
|__ Templates
|   |__ Characters
|   |__ Enemies
|
|__ World
|   |__ Level maps and puzzles
|       |__ Section A
|       |__ Section B
|       |__ Section C
|
|   |__ World map

```

Files are sorted by logical category.

Follow this diagram if you have to add a new file to the project.

Do not keep copies of any file, each file must be unique in order to don't cause inconsistencies.

## NAMING CONVENTIONS

Type	Naming convention	Example
Text document	Name.gdoc	Minerva.gdoc
Image	Object_Function-Number.png	Minerva_Circumplex-1.png
Diagram	Name.drawio	World Diagram.drawio