

Google Folder Layout:

Doc Team Shared Folder > Product Area > Writer Name > Runbook & Week Drop Folder & Archive Folder

Each writer folder should contain a:

- A copy of the runbook.
- A folder with the next mandatory release.
- An Archive folder.

It can also contain one or more additional folders for off-cycle release.

Example:

Doc Team Shared Folder > Donna > Staffing

Donna's Staffing folder contains:

- 2025.32 folder (on-cycle release)
- 2025.20 folder (off-cycle release)
- Archive folder
- Runbook