```
Corp Drive (Z:)
├── Executive
│   ├── Meeting
│   ├── Strategic Plan
│   ├── Board
│   └── Events
├── HR
│   ├── Job Posting
│   ├── Benefits
│   ├── T-D
│   ├── P-P
│   └── Employees
├── Accounting
│   ├── Payables
│   ├── Receivables
│   ├── Payroll
│   ├── Records
│   └── General Ledger
├── Design
│   ├── Asset Library
│   ├── Active Projects
│   ├── Past Projects
│   ├── Teams
│   └── Design System
├── IT
│   ├── Infrastructure
│   ├── Projects
│   ├── Security
│   ├── Admin
│   └── Resources
└── Web Developers
    ├── Clients
    ├── Active Projects
    ├── Past Projects
    └── Resources
```
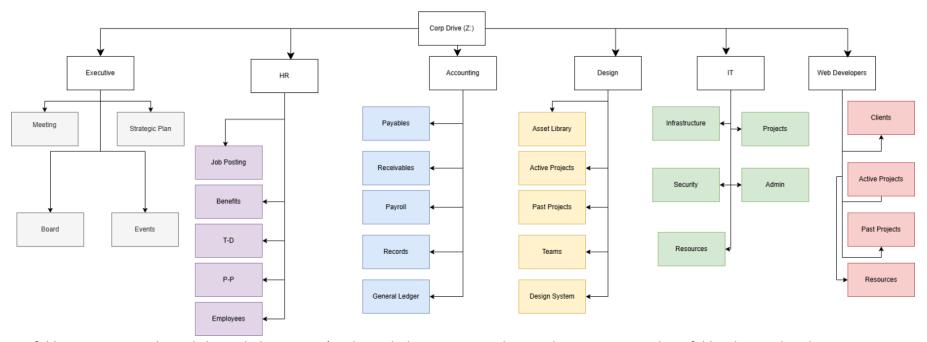
My folders are organized mainly by each department's roles with the assumption that employees accessing these folders know what they are looking for. For example, someone from the HR department would understand that "T-D" stands for "Training and Development" and "P-P" is short for "Policies and Procedures". You would not normally have a web developer needing to access the "T&D" folder without specific direction from HR first. Additionally, the use of the "-" symbol is a safe replace for the "&" symbol since "&" may cause issues during scripting and programming. Similarly, under the "Accounting" folder, I left out the word "Accounts", which is usually paired with "Payable" and "Receivables", assuming that the only employees needing to access the folder are familiar with these accounting terms. I kept the same naming scheme for some of the folders between the "IT", "Design", and "Web Developers" to be consistent since they frequently collaborate on projects. Folder names are general enough to create sub-folders for further differentiation if need-be in the future.

```
C:\ZDrive>tree
Folder PATH listing for volume Windows-SSD
Volume serial number is F230-4D6F
C:.
├────Accounting
│        ├────General_Ledger
│        ├────Payables
│        ├────Payroll
│        ├────Receivables
│        └────Records
├────Design
│        ├────Active_Projects
│        ├────Asset_Library
│        ├────Design_System
│        ├────Past_Projects
│        └────Teams
├────Executive
│        ├────Board
│        ├────Events
│        ├────Meeting
│        └────Strategic_Plan
├────HR
│        ├────Benefits
│        ├────Employees
│        ├────Job_Posting
│        ├────P-P
│        └────T-D
├────IT
│        ├────Admin
│        ├────Infrastructure
│        ├────Projects
│        ├────Resources
```