

FILE MANAGEMENT LAYOUT

1. **File Hierarchy** - The file system is organized into different levels (up to 5 in your case), where each level can have up to 99 items. These levels can be categories, folders, or subfolders, and the files (Word, PPTX, Excel, Pictures, etc.) are stored within the levels.

2. File Hierarchy Breakdown (Levels 0 to 5)

- **Level 0 (L0)** – Top-level folders (e.g., broad categories like projects, personal files, work, etc.)
- **Level 1 (L1)** – Subcategories within each L0 folder (e.g., different projects, tasks, or types of work)
- **Level 2 (L2)** – More specific divisions (e.g., sub-projects, smaller tasks)
- **Level 3 (L3)** – Finer-grained details, could be specific topics, clients, or time periods
- **Level 4 (L4)** – Further granularity, sub-tasks, individual topics
- **Level 5 (L5)** – Actual files (Word documents, PowerPoint presentations, Excel sheets, images, etc.)

Hierarchical Example

- **Level 0 (L0)**
 - [01] Mark
 - [02] Work
 - [03] Reference Documents
 - [04] Quick Share
 - [05] Backups
 - [99] Archived
- **Level 1 (L1) under [01] Mark**

[01] HUSTLE
[02] Finances
[03] Personal
[04] My Presentations
[05] Smartphone
[06] Laptop Related
[07] Media
[99] Archived

- **Level 2 (L2) under [01] Mark > [01] HUSTLE:**

[01] Youtube Videos
[02] Costs
[03] Business
[99] Archived

- **Level 3 (L3) under [01] Mark > [01] HUSTLE > [01] Youtube Videos:**

[01] Project Alpha
[02] Channel Branding
[03] Video Tutorials
[99] Archived

- **Level 4 (L4) under [01] Mark > [01] HUSTLE > [01] Youtube Videos > [01] Project Alpha:**

[01] Script
[02] Storyboard
[03] Video Clips
[04] Final Cuts
[99] Archived

- **Level 5 (L5) – The actual files:**

`2024_09_13_Script_Draft.docx`

`2024_09_13_Storyboard.pdf`

3. File Naming Structure

- **Include Date:** Ensure files are named with relevant dates for easier chronological sorting
- **Sort Alphabetical:** Use prefixes such as numbers or descriptive words to ensure sorting aligns with your structure

Example Structure:

1. Year Based

- 2024_ProjectAlpha_Script.docx, 2024_FinancialSummary_Q1.xlsx

2. Year + Quarter

- 2024_Q1_Presentation.pptx, 2024_Q3_MarketingReport.docx

3. Year + Month

- 2024_09_ExpenseReport.xlsx

4. Year + Month + Date

- 2024_09_13_Script_Draft.docx

Full Example of Hierarchical File Structure with Naming Convention



Each level can hold subfolders with numbered prefixes and clear descriptions. The files themselves are named using dates and descriptive terms to ensure clarity and sorting.

For Software Projects Naming Layout

- Here's a summarized **file naming structure** for your **Software Projects** organized into categories like **Source Code**, **Installers**, **Releases**, and **Documentation**. The key is to ensure clarity and version control using the following format:

General Format:

- <ProjectName>-<Component>-<Version/Date> <Description>.<FileExtension>

1. Source Code

- **Frontend:**

- ProjectA-Frontend-2023-06-20-LoginComponent.jsx
- ProjectA-Frontend-v1.2-Dashboard.js

- **Backend:**

- ProjectA-Backend-2023-07-25-UserService.cs
- ProjectA-Backend-v2.0-AuthController.cs

- **Databases**

- ProjectA-Database-2023-05-10-InitialSchema.sql
- ProjectA-Database-v1.1-Seeds.sql

2. Installers

- ProjectA-v1.0-Setup.exe
- ProjectB-v1.1-Installer.msi
- ProjectC-v2.0-2024-02-10-Setup.msi

3. Releases

- projecta-v1.0-release.zip, projectb-v2.1-release.zip

4. Documentation

- ProjectA-UserGuide-2023-05.pdf
- ProjectA-Requirements-v1.2.docx

Summary of the File Naming Structure

- **Source Code**

- ProjectA-<Component>-<Version/Date>-<Description>.<Extension>

- **Installers**

- ProjectA-v<Version>-<Description>.<Extension>

- **Releases**

- ProjectA-v<Version>-Release.zip

- **Documentation**

- ProjectA-<Type>-<Version/Date>.<Extension>