

Markman Group Folder Structure

1. Offerings & Projects [\(link\)](#)

This folder houses all Markman Group deliverables, both for external and internal projects. The structure directly mirrors the offerings listed in the [Markman Group Offering Catalogue \(link\)](#). Every project folder follows a consistent layout:

- **Name of Offering**
 - o **Client – Project**
 - **Sub-Folders**
 - **Key Deliverables:** Main output shared with the client (e.g. code, report, technical documentation, proposals...)
 - **Key Data and Documentation:** Core files/data used or received from the client.
 - **Working Files:** Supplementary project materials (e.g., status reports, testing files).

Additionally Marketing folder can be included with deliverables and work related to Markman Group brand and offering development.

| Name of Offering | Client - Project | Sub Folders |
|---|---|---|
| 1. Tailored Application Development (link) | Laurel AG – Proposal and Rental Tools (link) | Key Deliverables (link) |
| | | Key Data and Documentation (link) |
| | | Working Files (link) |
| 2. Process Discovery & Strategy (link) | Metropolitan – Current State Assessment (link) | Key Deliverables (link) |
| | | Key Data and Documentation (link) |
| | Metropolitan – Deal Cloud Quick Wins (link) | Working Files (link) |
| 3. Data Engineering & Infrastructure (link) | - | - |
| 4. Reporting & Analytics (link) | BrainDead – Data & Reporting Solution (link) | Key Deliverables (link) |
| | Markman Group – Reporting Package (link) | Key Deliverables (link) |
| | Markman Group – Strategic & Operational Review (link) | Key Deliverables (link) |
| | | Key Data and Documentation (link) |
| 5. Process Automation (link) | Metropolitan – Co-investor Dashboard demo (link) | Key Deliverables (link) |
| | Dittmar – AP Automation (link) | Key Deliverables (link) |
| | | Key Data and Documentation (link) |

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|-----------|---|---|
| | Laurel AG – BID Calculator (link) | Working Files (link) |
| | | Key Deliverables (link) |
| | | Key Data and Documentation (link) |
| Marketing | Brand & Offering Development (link) | Key Deliverables (link) |
| | | Working Files (link) |

2. Legal Documents ([link](#))

- Employment Contracts ([link](#))
- SOWs ([Link](#)):
 - o Laurel AG ([link](#))
 - o Metropolitan ([link](#))

3. Income Files ([link](#))

- Laurel AG ([link](#))
- Metropolitan ([link](#))

4. Other Folders

- Governance ([link](#)) – Contains proposal for Markman Group Roles 6 Responsibilities and Time Sheet being completed by all team members
- Proposals ([link](#)) – Contains proposals we´ve done for BrainDead, Dittmar, Laurel AG, Metropolitan and SodaBox. However, these proposals can also be found as part of Key Deliverables in ´Offerings & Projects´ folder.