

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) Working Files (link)
	Metropolitan – Deal Cloud Quick Wins (link)	Key Deliverables (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)
	Metropolitan – Co-investor Dashboard demo (link)	Key Deliverables (link)
5. Process Automation (link)	Dittmar – AP Automation (link)	Key Deliverables (link)
		Key Data and Documentation (link)

		Working Files (link)
	Laurel AG – BID Calculator (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.