

# File Naming Standards

**Purpose:** To create a streamlined and consistent structure for project file storage, ensuring all team members can easily locate documents, track progress, and archive completed work.

## 1. Naming Conventions

### Projects

Each project folder should begin with a unique project code, followed by the quarter/year, and finally the document's content type.

**Format:** ProjectCode\_YearQuarter\_ContentType

**Example:** PRJ5678\_2023Q4\_Report

### Dates

For documents requiring specific dates (such as meeting minutes or milestone updates), append the date in YYYYMMDD format at the end of the file name.

**Example:** PRJ5678\_2023Q4\_MeetingMinutes\_20231015

### Project Phases

Within each project folder, organize files by the specific project phase. Common phases include: - Phase1\_Research - Phase2\_Design - Phase3\_Implementation - Phase4\_Evaluation

This helps to keep a clear workflow and allows team members to understand the project's current phase at a glance.