**Data Management – Record all the steps used to process data**

This is important on many levels. First, you never know when you’ll have to continue an analysis or share it with others. Recording all of the steps will allow you to remember where you were when you last processed data. Second, if steps are recorded one can always go back and easily find a specific process that they might want to use in future processing. Recording the steps also allows individuals to use past processing methods.

**Software – place a brief explanatory comment at the start of every program**

Doing this gives others, who were not a part of creating the program, the ability to understand the program’s purpose and overall structure. This practice also forces the writer to think through and dictate the purpose and structure of their own program. Thinking through a program can serve as a way to check for errors and truly understand the purpose.

**Collaboration – Decide on communication strategies**

Without the proper communication strategies collaboration will be very limited. Doing this gives the team a place to work on problems together as well as a place to possibly suggest alteration to work. Communication strategies also make projects more efficient and allow teams to produce the best possible results.

**Project organization – Put each project in its own director, which is named after the project**

Creating individual directories adds structure to the overall project goal. It allows team members to actively work on separate projects without interfering with the work of other teammates. They also add rigidity to the project’s organization which makes for a more streamlined approach of completing a task and completing efficiently.

**Keeping track of changes – Create, maintain, and use a checklist for saving and sharing changes to the project**

Unintended consequences occur during projects that could result in halting progress. The best way to address these consequences is to track down changes that gave rise to them. A checklist for saving and sharing changes is a great way of ensuring consistency throughout the project while also creating a space that can be referenced if things do not go as planned.