**Template Folder Structure Within Each Project Folder**

* **Project 1** (or equivalent project name)
  + **01\_Initiation\_Documents**  
    This folder houses core artifacts developed during initiation to authorize the project.
    - Example contents: Project Charter, Business Case, Feasibility Study, High-Level Requirements.
    - Sub-folders (if needed for organization):
      * **Drafts** (for working versions).
      * **Approved** (for finalized documents).
  + **02\_Stakeholder\_Management**  
    This folder contains initial stakeholder identification and analysis materials.
    - Example contents: Stakeholder Register, Stakeholder Analysis Matrix, Communication Preferences.
    - Sub-folders (if needed):
      * **Registers** (for lists and matrices).
      * **Correspondence** (for early emails or notes).
  + **03\_Risks\_and\_Assumptions**  
    This folder captures preliminary risks, assumptions, issues, and dependencies identified at the outset.
    - Example contents: Initial Risk Register, Assumptions Log.
    - Sub-folders (if needed):
      * **Logs** (for tabular or spreadsheet-based tracking).
  + **04\_References\_and\_Supporting\_Materials**  
    This folder stores background information and external references used in initiation.
    - Example contents: Market Research, Historical Data from Similar Projects, Contracts or Agreements.
    - Sub-folders (if needed):
      * **External\_Docs** (for third-party materials).
      * **Internal\_Refs** (for organizational templates or policies).
  + **05\_Administration**  
    This folder manages administrative and governance items specific to the project.
    - Example contents: Project Initiation Checklist, Meeting Minutes from Kickoff, Approval Signatures.
    - Sub-folders (if needed):
      * **Meetings** (for agendas and minutes).
      * **Approvals** (for signed forms).

**Rationale and Best Practices**

* **Numbering Convention**: Prefixing folders with numbers (e.g., "01\_") ensures logical sequencing and easy navigation, aligning with the project lifecycle flow.
* **Scalability**: This template is designed for the initiating phase but can be extended later (e.g., adding "06\_Planning" or "07\_Execution" folders as the project progresses).
* **File Management**: Use consistent naming conventions for files (e.g., "ProjectCharter\_Project1\_v1.0.docx") and consider version control tools if the PMO scales beyond local drives.
* **Access Controls**: In a shared environment, apply permissions to restrict editing to authorized personnel, ensuring compliance with organizational policies.
* **Customization**: Tailor this structure based on industry standards (e.g., PMBOK or PRINCE2) or specific departmental needs, while maintaining PMO-wide uniformity.