Before starting

- Choose a project folder structure.
- Choose a file naming system.
- Choose a coding style.
- Install and set up a version control software (Git) and connect to online account.

Prepare for publication

- Record the versions of all used packages and software.
- Update README to contain details of the project workflow, package versions, etc...
- Seek support from a colleague to check all documentation and potential missing information.
- Correct/amend code and documentation according to feedback from colleague.
- Make the online remote repository public if it was private.
- Archive the code and get a DOI for citation.
- Also archive and get DOI for associated data.

First steps

- Create the project folder and subfolders.
- Add a README file describing the project.
- Create a version control repository for the project and connect it to online remote repository.
- Add a LICENSE file.
- Create a new reproducible report for the project.



Write reproducible code

Write pseudocode

Write code (functions & associated scripts)

Program defensively

Comment

Test

Document code (manage dependencies & reproducible report)