# Project Management

This folder contains both code for automating tasks for project management and guidelines and good practices for project management.

# Folder Template

The “folder\_template” contains a template for creating a folder structure for the project. So, for every patient that receives treatment or evaluation, we have a folder structure which is the following:

Participant’s Code:

\_ABC

Inside the folder of the participant, we have subfolders with the data of the evaluation/treatment. The hierarchy of the folder structure for a phase of the experiment is the following:

date\_experiment\_phase/  
|-- MRI/  
| |-- MRI\_Images  
| |-- MRI\_Transformed  
| |-- Notes  
|  
|-- Sounds/  
| |-- Original/  
| |-- Modified/  
| |-- Notes  
|  
|-- Batteries  
| |-- ScannedDocsSession/  
| |-- ScannedDocsQoL/  
| |-- Database/  
| |-- Texts/  
|  
|-- SessionNotes  
| |-- ProcessInfo  
| |-- Notes  
|  
|-- README.md

# Contents of Project Folder

* This is the folder template for the archive. Individuals projects, e.g., rsfMRI denoizing, normalization, statistical analyses, should take place outside this folder. However, the output of these project should be returned for archiving here.
* Scanned Documents of the tests run during the session should be placed in ScannedDocs.
* Scanned Documents for Quality of Life filled by patients or relatives should be placed inside ScannedDocsQoL.
* Excel files and post-session scoring should be placed inside the Database/ folder
* SessioNotes/ProcessInfo: this folder contains information about the session from the clinician. For example, notes about the type of assessments that were completed; if there are tests that were not conducted because the patient was tired, etc.

# Creating Folder Structure

To create this structure, continue reading! ## The hard way To create this project structure put ‘create\_project\_folder.py’ in the directory you want to create the project and run:

python create\_project\_folder.py

***Cons:*** But this means that every time you need to move the script in the specific folder, where you want to create the folder structure.

## The easy way

To avoid dealing with the location of the script every time you want to create a project, a better option is to create an alias of the python script in your .bash\_profile that points to its location. To do this, you need to open .bash\_profile using your favorite editor like emacs or vim but for most users it is easier with ‘nano’:

nano ~/.bash\_profile

Then write the following at the end of the file:

alias ctf=“python ~/Documents/GTD/project\_templates/code/create\_project\_folder.py”

When you finish editing press Ctrl + X and then “Yes” to save and exit.

Now, you can run the script simply by typing in all directories that you have sufficient privileges

ctf

## Updates

Created: Sun 8/18/2019