# 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  
| |-- Notes  
|  
|-- Sounds/  
| |-- Original/  
| |-- Modified/  
| |-- Notes  
|  
|-- Batteries  
| |-- ScannedDocs/  
| |-- Database/  
| |-- Texts/  
|  
|-- SessionNotes  
| |-- ProcessInfo  
| |-- Notes  
|  
|-- README.md

To create this structure, continue reading!

# Usage

## 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

# Modify

The folder structure depends on your needs, it is not a fixed structure, so make changes accordingly.

I would love to hear your comments and suggestions.