Topic Create better organization in digital collections	*Author* Franklin Sifre	*Date* 29/1/2022

Problem Background

The world is becoming more and more digital has time goes on and that causes more reliance in digital files for entertainment, documents and monetization. Over time users will eventually will accumulate more files and that will eventually will be lost in the sea of the files of the user.

Target

Our target is to create a program that automatically organizes the files based on type without user interaction. The target date to finish this will be before May 1. It will tell people of content not being used or unfinish pieces of media. These will be organized by categories based on type of content like video games, movies, documents, etc. This will help the user have an easy to find the content that the user is looking for.

Causes

The causes of this problem are that most people aren't paying attention at where they put their files. And over time is this disorganization will cause the large amount of time in searching what you're looking for and how to get it from a large part of your storage. Another problem is that a lot of files can take large amount of storage and will eventually cause the computer to slow down while searching for a specific file. And lastly the inconvenience of this all to the user when they delete important files when trying to speed up the computer.

Countermeasures

Some countermeasures to this are:

- Have an active program that divides the files based on the program and topic it is made on.
- Create subdivision if needed for better organization
- Register most used programs and if it's media, if the user has finished it or its been abandoned
- It calls the user if a media file was abandoned for over a year and if they want to delete it or keep it.
- Utilize user activities to put the files that the user will most likely want.

Check/Evaluate

The way to evaluate is by making testing it with various files and see how the program distributes the files in the memory of the computer and how easy is for user to find said files. Also there needs to be an activity log that shows the user the files that it has been organizing and where they are.

Act/Standardize

The way to standardize the program is to implement it with compatibility with different types of OS, so that any person can use it. Make it intuitive to the user and make it simple to understand. Have the program sent a message to the user when ever they turn on their computer.