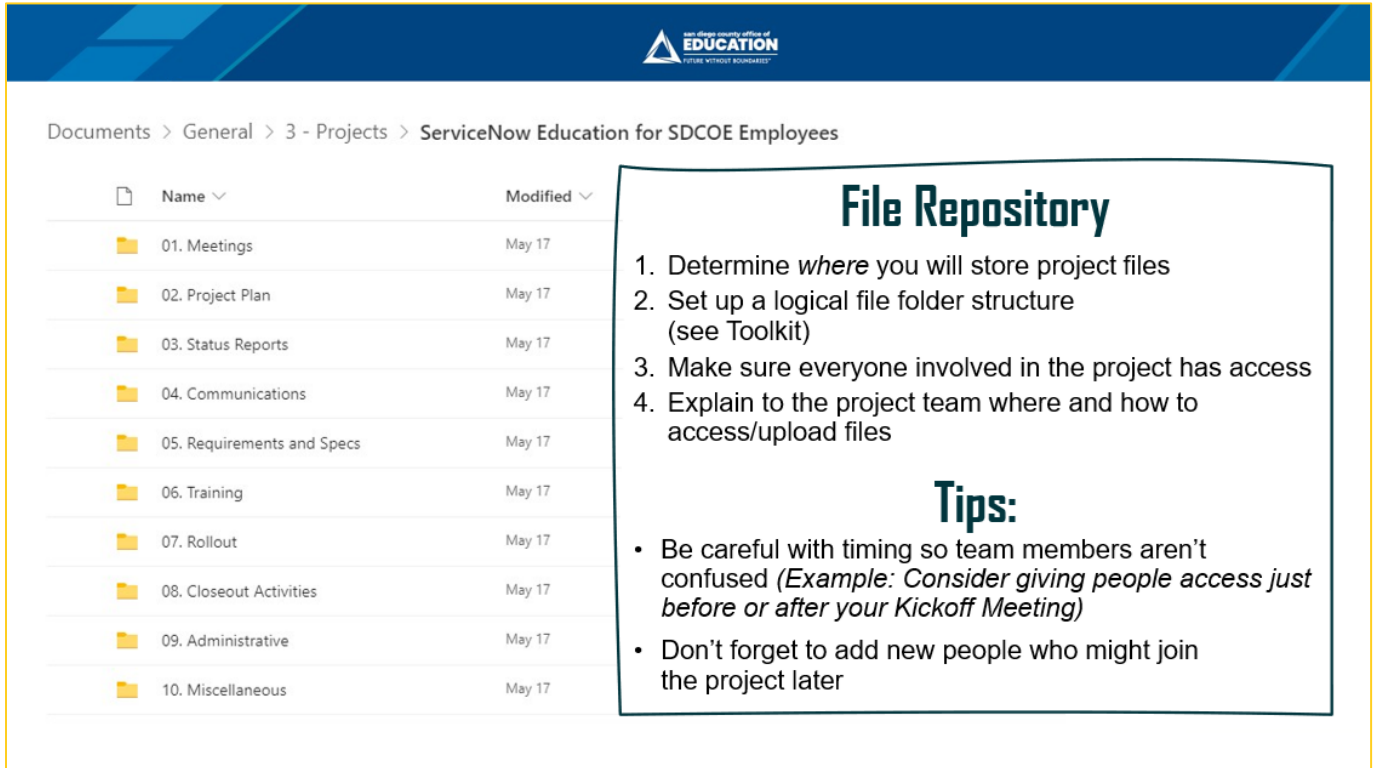


FILE REPOSITORY FOR ALL PROJECT FILES

Be sure to set up a file repository specific to your project with a logical structure. Any project-related file will live here – planning documents, reports, communication templates, configuration files, and so on.



The screenshot shows a web interface for a file repository. At the top is a blue header with the San Diego County Office of Education logo. Below the header, a breadcrumb trail reads: Documents > General > 3 - Projects > ServiceNow Education for SDCOE Employees. A table lists folders with columns for Name and Modified. A callout box titled 'File Repository' contains a numbered list of steps and a 'Tips' section.

Name	Modified
01. Meetings	May 17
02. Project Plan	May 17
03. Status Reports	May 17
04. Communications	May 17
05. Requirements and Specs	May 17
06. Training	May 17
07. Rollout	May 17
08. Closeout Activities	May 17
09. Administrative	May 17
10. Miscellaneous	May 17

File Repository

1. Determine *where* you will store project files
2. Set up a logical file folder structure (see Toolkit)
3. Make sure everyone involved in the project has access
4. Explain to the project team where and how to access/upload files

Tips:

- Be careful with timing so team members aren't confused (*Example: Consider giving people access just before or after your Kickoff Meeting*)
- Don't forget to add new people who might join the project later

Benefits:

- Helps resolve chaos and confusion (Where is this file? Where should I store this new file? Who has access?)
- Being more organized helps everyone be more efficient, spending less time looking for files other team members own, less time wasted on communication and confusion
- If you do this for each project, you always know where to put things, and where to find them later
- A very simple yet easy way to realize gains

POTENTIAL FOLDERS TO SET UP

TIP: Use 01, 02, 03 in front of folder names so they sort in a logical order. From the list below, omit the ones you do not need, or rename them to better meet your needs.

Folder Name	Examples of Files to Store
 01 Project Plan	Project plan, project charter, calendar, project team register
 02 Meetings	Agenda, recorded meetings, PPTs, meeting notes
 03 Status Reports	Word and PDF versions of status reports
 04 Communications	Stakeholder register or contacts/distribution list, communications templates, email mail merge files
 05 Deliverables (or 05 Project Files)	Requirements, specs, design docs, or anything else that is produced
 06 Testing	Testing plan, test scripts, test issues log, UAT testing
 07 Training	Training plan, documentation, videos, recorded trainings
 08 Rollout	Files specific to implementations; use subfolders if doing multi-phase rollouts
 09 Closure Activities	Lessons learned, surveys, final report, celebration
 10 Administrative	Billing, contracts, time tracking
 11 Miscellaneous	Only if it doesn't fit anywhere else