Project Title: File System Reorganization

Project Category: Company Contribution

Objective: Review and reorganize your department's digital or physical file system to make it more efficient, accessible, and user-friendly. This project improves team productivity, reduces time spent searching for documents, and helps future interns or employees navigate files with ease.

Step-by-Step Instructions:

Step 1: Understand the Current System - Ask your supervisor or a team member to walk you through how files are currently stored. - Find out: - What platforms are used (Google Drive, OneDrive, SharePoint, local server, physical folders, etc.) - How files are currently organized (by project, date, department, etc.) - Common issues (lost files, unclear names, duplicate folders)

Step 2: Review the Files - Open each folder and note: - Which files are outdated or duplicates - Which files are most frequently used - Any confusing or inconsistent file/folder names

Step 3: Propose a New Structure - Based on what you find, suggest a clearer structure. For example: - Main folder by year or department - Subfolders by project, event, or task - Consistent naming system (e.g., "Meeting_Notes_2025_07_14") - Create a visual map or sample folder layout for feedback

Step 4: Draft Naming Conventions - Propose a simple naming guide (e.g., "YYYY-MM-DD_ProjectName_Version") - Include a key for acronyms or internal terms

Step 5: Organize a Test Section - Choose one part of the file system to reorganize (ex: the HR folder, or the last 6 months of files) - Move, rename, and categorize as proposed (with permission!) - Share the reorganized sample with your supervisor for feedback

Step 6: Build a File Management Guide - Write a one-page guide that explains: - How the new system works - Where to find key files - How to name and save new files going forward

Step 7: Roll Out the Full Reorganization - With supervisor approval, expand the reorganization to the rest of the folders - Delete duplicates (with permission), archive outdated files, and label folders clearly

---

Deliverables: - Visual map or layout of proposed system - Reorganized test section - Final File Management Guide - Optional: Reflection on how organization improves workflow

Estimated Timeline: 2–4 weeks (depending on file volume)

Skills Practiced: - Organization and attention to detail - Strategic thinking and systems planning - Communication and collaboration - Digital file management - Initiative and problem-solving