

## Folder structure template

Every investigation builds on many, many documents of different types: public documents, transcripts, pictures, data sets etc. For the investigation to be successful it is crucial that you build a logical folder structure and that all team members follow that structure.

This is a folder structure that we recommend:

### 1. Master file

A word document where you describe and document your project from the beginning to end.

The master file should be only document you have to read to understand what the story really is about.

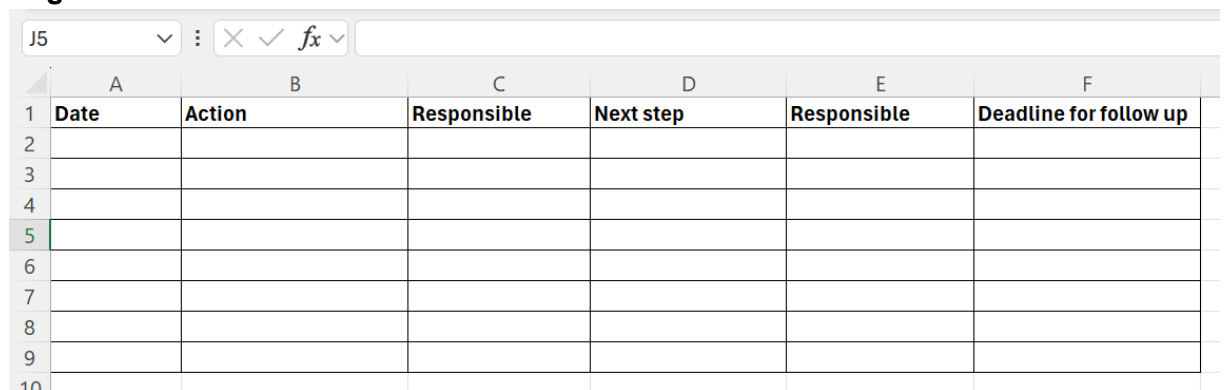
It's a good idea to insert a table of content.

It's also a good idea to link from the master file to the original documents where appropriate.

### 2. Project work plan

Upload the original project plan, in word or pdf-format here. You might want to revisit the original plan, to remind yourselves of what made you curious about the idea in the first place.

### 3. Log



	A	B	C	D	E	F
1	Date	Action	Responsible	Next step	Responsible	Deadline for follow up
2						
3						
4						
5						
6						
7						
8						
9						
10						

In the log, an excel-sheet, you should document all the actions within the project. All meetings, interviews, FOI-requests and so on. If appropriate you can of course add more columns.

#### 4. List of sources and contacts

F10										
	A	B	C	D	E	F	G	H	I	J
1	ID	Name	Position/role	Organization	Email	Phone	Links	Date first contact	Contacted by	Comments
2										
3										
4										
5										
6										
7										
8										

Insert all your sources/contacts in the shared excel-sheet, with one important exception: **Never** share the names and contact details of confidential, protected or otherwise sensitive sources in a shared document. In some cases you should not even have that information on your own laptop.

It is also important that the list of sources and contacts is created according to your national implementation of GDPR rules for editorial material.

#### 5. Most important claims and documentation

G16			
	A	B	C
1	Claim	Documentation	Link to documents (in your folder system)
2			
3			
4			
5			
6			

Starting in your hypothesis, list all the claims you make and the documentation that support each claim. Link from this excel-sheet to the right document in other folders in your system.

#### 6. List of planned publications

F18				
	A	B	C	D
1	What?	Responsible	Status	Comments
2				
3				
4				
5				
6				
7				
8				
9				
10				

In this excel-sheet you start planning for the publication. How many articles/pieces are you planning for? Headline/angle for each of them. Who is the main responsible team member for each article? How many other items do you need to produce? Pictures, graphs, visualizations, fact-boxes etc. List them all here and assign a responsible team member for each one.

Link from here to the right document/file in the 7. Planned publications-folder.

## 7. Planned publications

This is a folder where you save all items that should be ready for publication. A good idea is to create subfolders for each separate publication.

## 8. List of publications (by others)

E14

✕

✓

fx

	A	B	C	D	E	F	G	H
1	ID	Title	Author/s	Published in	Publication date	Comments	Link online	Link to your folder system
2								
3								
4								
5								
6								
7								
8								

In this excel-sheet you create an overview of all the clippings, articles, tv-programmes, radio reports, pod-casts and other journalism you find when you do your research. You could link directly to where it is published, but it is also smart to save pdf:s of the published material in your own folder system. (Print to pdf)

## 9. Publication overview (what has already been published by others)

This is a folder where you save all the journalistic material (pdf:s) you have found on your topic doing the research.

## 10. List of research material

D11		✕ ✓ f <sub>x</sub>					
	A	B	C	D	E	F	G
1	ID	Document title	Type of document	Date	Who found it/did the interview	Comments	Link to your folder system
2	1						
3	2						
4	3						
5	4						
6	5						
7	6						

In this excel-sheet you catalogue all your research material – and link to the right folder where the documents are to be found. You can of course add more columns if you for example want to be able to sort them by topic.

## 11. Source material

In this folder you save all recordings, transcripts and summaries of the interviews you have performed

## 12. Documents

In this folder you save all documents such as public records you have obtained through FOI-requests, laws, academic articles, other types of reports etc

## 13. Numbers, statistics, visualization material

In this folder you save all data, such as interesting numbers and statistics

#### **14. Powerpoint presentations (for seminars, pitching, conferences)**

In this folder you save all the power point presentations you create for presenting your investigation at seminars or conferences, or for pitching to editors or possible funders.