File Organization Checklist

* **Folder(s)** identifies parts
	+ 100% completed
	+ No duplicates
	+ Names correlate to sheet title or part number
	+ Organized in a clear and efficient manner
* **Folder(s)** identifies subassemblies
	+ Parts ready to assemble
	+ Subassemblies are named appropriately
	+ Organized in an efficient and clear manner
* Contains Team **Excel Spreadsheet**
	+ Part Assignments
	+ Part Numbering Scheme
	+ Assembly Numbering Scheme
	+ Progress of parts
	+ Progress of assemblies
	+ Progress of drawings
* Identifies Engineering Drawings
	+ Drawings initialized
	+ Team Sheet template