File Organization Checklist

**Team Folder** Contains the Following:

* + Team Excel Spreadsheet
  + Team Sheet Template
  + Subfolders that identify subassemblies
  + Consistent file and folder structure

**Subfolders** Demonstrate the Following:

* + Files are organized in an efficient and clear manner
  + Parts are named appropriately (number and title)
  + Subassemblies are named appropriately (number and title)
  + No duplicate files

**Team Excel Spreadsheet** Tracks the Following**:**

* + Part Assignments
  + Part Numbering Scheme
  + Assembly Numbering Scheme
  + Progress of parts
  + Progress of assemblies
  + Progress of drawings

**SolidWorks Modeling** Progress to Date:

* + Parts 100% modeled
  + Subassemblies 100% assembled
  + Main assembly 100% assembled
  + Drawings 25-50% complete