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