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