

# Project Directory and Work Flow

The project template includes these main directories and scripts:

1. **CODEBOOK** - A directory to store coding conventions or demographics data:
  - (a) **KEY.csv** A blank template for demographic information
2. **CORRESPONDENCE** - A directory to store correspondence and agreements with the client:
  - (a) **CONTACT\_INFO** A text file to put research team members' contact information
3. **DATA** - A directory to store data:
  - (a) **CLEANED\_DATA** - A directory to store cleaned data (generally .RData or .rds format)
  - (b) **CM\_DATA** - A directory to export/import scripts for `cm_XXX` family of functions
  - (c) **DATA\_FOR\_REVIEW** - A directory to put data that may need to be altered or needs to be inspected more closely
  - (d) **RAW\_DATA** - A directory to store non-transcript data related to the project:
    - i. **ANALYTIC\_MEMOS** - A directory to put analytic memos
    - ii. **AUDIO** - A directory to put audio files (or shortcuts)
    - iii. **FIELD\_NOTES** - A directory to put audio files (or shortcuts)
    - iv. **PAPER\_ARTIFACTS** - A directory to put paper artifacts
    - v. **PHOTOGRAPHS** - A directory to put photographs
    - vi. **VIDEO** - A directory to put video files (or shortcuts)
  - (e) **TRANSCRIPTS** - A directory to put transcription data:
    - i. **CLEANED\_TRANSCRIPTS** - A directory to store the cleaned transcripts (If the transcripts are already cleaned you may choose to not utilize the RAW\_TRANSCRIPTS directory)
    - ii. **RAW\_TRANSCRIPTS** - A directory to store the raw transcripts
4. **DOCUMENTATION** - A directory to store documents related to the project
5. **PLOTS** - A directory to store plots
6. **REPORTS** - A directory related to reports and presentations; see `REPORT_WORKFLOW_GUIDE.pdf` for details
7. **SCRIPTS** - A directory to store scripts; already contains the following:
  - (a) **01\_clean.data.R** initial cleaning of raw transcripts
  - (b) **02\_analysis.I.R** initial analysis
  - (c) **03\_plots.R** plotting script
8. **TABLES** - A directory to export tables to
9. **WORD\_LISTS** - A directory to store word lists that can be sourced and supplied to functions
10. **.Rprofile** - Performs certain tasks such as loading libraries, data and sourcing functions upon startup in RStudio

11. **extra\_functions.R** - A script to store user made functions related to the project; already contains:
  - (a) **email** - A function to view, and optionally copy to the clipboard, emails for the client/lead researcher, analyst and/or other project members (information taking from ~/CORRESPONDENCE/CONTACT\_INFO file)
  - (b) **todo** - A function to view, and optionally copy to the clipboard, non-completed tasks from the TO.DO file
12. **LOG** - A text file documenting project changes/needs etc.
13. **PROJECT\_WORKFLOW\_GUIDE.pdf** A pdf explaining the structure of the project directory (this document)
14. **xxx.Rproj** - A project file used by RStudio; clicking this will open the project in RStudio
15. **TO.DO** - A text file documenting project tasks