

FOLDER & FILES

NAMING BEST PRACTICES

Information document
26th March, 2020



Loading Microsoft Teams..

PURPOSE OF THIS DOCUMENT

- **Properly naming documents** and folders is perhaps **one of the most essential steps towards:**
 - Boosting cooperation and collaboration
 - Ensuring cloud repositories are easily managed
 - Making documents easily searchable in shared repositories
- However, in reality, **very few organizations are actually able to follow the best practices** about naming documents and folders on a regular basis.
- Here, **our team offers some ground rules** and (hopefully) engaging Do's and Don'ts that should be followed



SUGGESTED FILE NAMING | DO'S AND DON'TS

Do's



AnnualReport2016

USE CAMEL CASE

Names written in Camel Case¹ (e.g., AnnualReport2019) are easy to understand and take up less space as well



FinancialReport_Q1

USE COMPLETE WORDS

That way, anyone will be able to guess the content of the file (and the folder)

e.g.
FinancialReport_Q1_2016



DOs



FinancialReport_Q1

FinancialReport_Q2

FinancialReport_Q3

FOLLOW CONVENTION CONSISTENTLY

Names written in Camel Case¹ (e.g., AnnualReport2019) are easy to understand and take up less space as well

Don'ts



FR_Aud_Q1_16_Rev

USE OBSCURE ABBREVIATIONS

Using these will make understanding filenames and their content a nightmare for every one expect the owner (or even for the owner!!)



Aud#Ann££Rep

USE SPECIAL CHARACTERS & SPACES

Avoid special characters like:
~ ! @ # \$ %

You should ideally only use:

- “_”
- “ ”
- “-”
- “.”
- “&”

Ideally, avoid using spaces in any Folder or File name (these appear as ugly “%20” in the URL)



DON'Ts

SUGGESTED FILE NAMING | USING DATES

File_Content_YYYY.MM.DD or **YYYY.MM.DD_File_Content**



The diagram shows two file naming conventions: 'File_Content_YYYY.MM.DD' and 'YYYY.MM.DD_File_Content'. A horizontal green line is drawn below the text. Two green arrows point upwards from this line to the date part of each convention: the first arrow points to 'YYYY.MM.DD' in the first convention, and the second arrow points to 'YYYY.MM.DD' in the second convention.

Using Dates is not always needed

We suggest using dates when the document refers to information that will be presented/shared/discussed as part of a specific decision making process

- For Word: The day when the paper (or the letter) is due to be discussed (or sent)
- For Power Point: The day when the presentation is due to be discussed (or sent)
- For Excel: the day the information developed in Excel are meant to be leveraged

When using dates, please refer to the ISO standard YYYY MM DD (which also helps giving a priority to documents). Three possible formats suggested

- YYYY MM DD
- YYYY.MM.DD
- YYYYMMDD

SUGGESTED NAMING FOR TEAMS, CHANNELS & FOLDERS (1/2)

TEAMS & CHANNEL



TM-Group M&A (ITA) ...
Group M&A

or



EUR - new project sales (ITA) ...



EUR - new project sales (ITA) ...

Generale

Communication

Pipeline

TEAMS' NAME: FOLLOW ARISTON'S RULE

Teams' name should include:

- TM / AREA-BU / EXT / TEMP
- Name of Team
- (Location)

CHANNELS' NAME: MAKE IT EASY

There is no strict rule for Channels' name.

We recommend to:

- Use full words (to make Channels easy to understand)
- Avoid proliferating channels

- TM or AREA-BU = Ariston permanent internal Team (for AREA/BU refer to the below tables)
- EXT = Permanent or temporary Team where external people (e.g. consultants, suppliers) are included
- TEMP = Team that certainly (or likely) will be temporary in nature

- Make it simple, following the rules of the previous slides
- Do Not include dates into Teams

- Location should ideally be the Country/Market/Company/Org. Unit
- If a Team is part of a Corporate function, then you can use Global (Global)

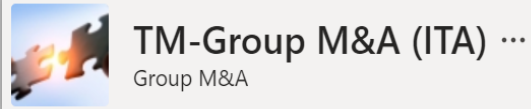
AREA/BU	Description
AMS	Americas
EUR	Europe
ELCO	Elco divisional
MAR	Middle East, Africa, RUC
ASI	Asia
BUW	BU Water Heating & Connectivity
BUH	BU Heating + I&T
BUP	BU Parts & Services
SCO	Supply Chain & Operations

AREA/BU	Description
PQU	Procurement & Quality
BUR	Burners
EEC	Components
HRO	Human Resources & Organization
CFO	Financial Officer
ICT	Information&Communication Tech.
CMO	Strategic Marketing
NPW	Novapower
CSO	Strategy



SUGGESTED NAMING FOR TEAMS, CHANNELS & FOLDERS (2/2)

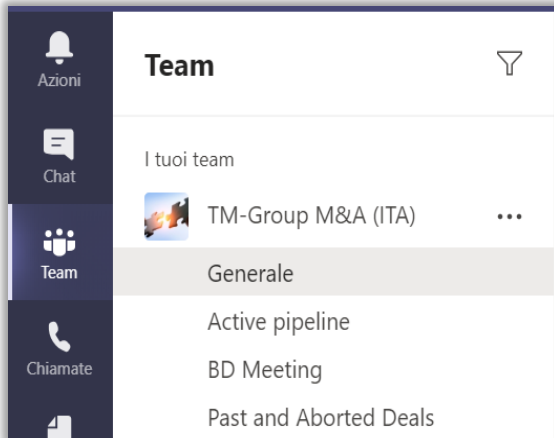
TEAMS & CHANNEL



TEAMS' NAME: FOLLOW ARISTON'S RULE

Teams' name should include:

- TM / EXT / TEMP
- Name of Team
- (Location)



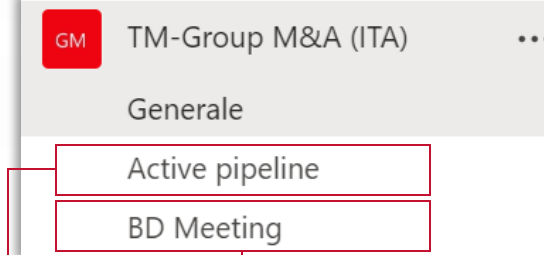
CHANNELS' NAME: MAKE IT EASY

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We recommend to:

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- Avoid proliferating channels

FOLDERS WITHIN EACH CHANNEL



FOLDERS' NAME: VERY SIMILAR TO FILES NAME

- Use Camel's name
- Use complete words
- Follow convention consistently
- If using numbers, always start from 01 (and NOT from 1)

Documents > 01. Active pipeline

