Project Directory and Work Flow

The project template includes these main directories and scripts:

1. **ANALYSIS** - A directory containing the following analysis scripts:

    (a) **01_clean_data.R** initial cleaning of raw transcripts

    (b) **02_analysis_I.R** initial analysis

    (c) **03_plots.R** plotting script

2. **CM_DATA** - A directory to export/import scripts for cm_xxx family of functions

3. **CODEBOOK** - A directory to store coding conventions or demographics data

    (a) **KEY.csv** A blank template for demographic information

4. **CORRESPONDENCE** - A directory to store correspondence and agreements with the client:

    (a) **CONTACT_INFO** A text file to put research team members' contact information

5. **DATA** - A directory to store cleaned data (generally .RData format)

6. **DATA_FOR_REVIEW** - A directory to put data that may need to be altered or needs to be inspected more closely:

7. **DOCUMENTS** - A directory to store documents related to the project

8. **PLOTS** - A directory to store plots

9. **PROJECT_WORKFLOW_GUIDE.pdf** A pdf explaining the structure of the project directory (this document)

10. **RAW_DATA** - A directory to store non-transcript data related to the project:

    (a) **AUDIO** - A directory to put audio files (or shortcuts)

    (b) **FIELD_NOTES** - A directory to put audio files (or shortcuts)

    (c) **PAPER_ARTIFACTS** - A directory to put paper artifacts

    (d) **PHOTOGRAPHS** - directory to put photographs

    (e) **VIDEO** - A directory to put video files (or shortcuts)

11. **RAW_TRANSCRIPTS** - A directory to store the raw transcripts

12. **REPORTS** - A directory relatede reports and presentations; see REPORT_WORKFLOW_GUIDE.pdf for details

13. **TABLES** - A directory to export tables to

14. **WORD_LISTS** - A directory to store word lists that can be sourced and supplied to functions

15. **.Rprofile** - Performs certain tasks such as loading libraries, data and sourcing functions upon startup in RStudio

16. **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 /CORRESPON-DENCE/CONTACT_INFO.txt file)

    (b) **todo** - A function to view, and optionally copy to the clipboard, non-completed tasks from the TO_DO.txt file

17. **LOG** - A text file documenting project changes/needs etc.

18. **xxx.Rproj** - A project file used by RStudio; clicking this will open the project in RStudio

19. **TO_DO** - A text file documenting project tasks