

LifePlaybooks™

Team Ways of Working

Bonus: Recommended SharePoint Folder Structure

This structure assumes SharePoint as your team's shared home, the M365 best practice for team content (OneDrive is designed for individual files, not shared work). If your team has chosen something else in the Questionnaire, the same structure still applies, just adapt the top-level location.

The Folder Tree

00_Start Here

- Team Ways of Working Playbook, key links, onboarding info

01_Governance & Decisions

- Project charter, decision log, RAID log

02_Meetings

- Agendas, notes, recordings/summaries (or link to OneNote)

03_Working Files

- Active drafts, organized by workstream subfolder as needed

04_Final & Approved

- Signed-off deliverables, client-ready versions only

05_Communications

- Stakeholder updates, comms plan, status reports

06_Reference & Templates

- Reusable templates, standards, this Playbook's source files

07_Archive

- Closed-out or inactive material, kept but out of the way

A Few Notes

- Number folders (01, 02...) so they sort in a logical order automatically rather than alphabetically.
- Keep “Final & Approved” strictly for finished work, this single rule prevents most version-confusion on a team site.
- If the team already uses OneNote for meetings or decisions, link to it from the relevant folder rather than duplicating structure, one source of truth beats two half-used ones.
- Revisit the structure at the same cadence as the Playbook itself, tied to your quarterly reset, folders drift the same way norms do.