Annex.

CALL 1 Form.

Good morning/afternoon, may I speak to Mr/Ms._____? This is Your name here from the GWHCC. The reason I call is to remind you of the event you have RSVP'd for : Name of event on Date, and would like to confirm if you will be able to attend. Also, please let me know if there is any additional information you need. If you need to reach us, please do so at (202)-728-0352, or email address. We look forward to seeing you there, have a nice day.

* Make use of Google+ LinkedIn searches if you are unsure about the gender of the person you are trying to reach previous to the call. Additional information or different greetings can be used or subtracted, at the intern's discretion. Make sure you use a polite and clear tone, and when leaving a voicemail, be sure to spell the number clearly and slowly.

Corporate Shared Drive File Management Proposal.

By Gerardo Audelo Villaobos, Marketing and Communications Intern for the Greater Washington Hispanic Chamber of Commerce.

This proposal intends to find a solution for corporate file management using shared hard-disk drives.

Accessing a shared drive is a process that consumes time, wastes finite digital space by creating duplicate files and causes files to be misplaced frequently. During my research, I found up to 3 different folders containing similar information, many of which only had one or two files and files with names that were confusing and, in some cases, unrelated to its content. Therefore, I believe a solution is necessary. After researching in Business and IT online publications, I found that layering folders is a very frequent system to manage files.

The system I propose is called *Abstraction Layer System*. Abstraction layers have been used by most Forbes 500 companies since the mid 90's to manage massive and numerous drives yet maintaining productivity levels. By first creating a directory hierarchy (see Annex 1), it should be easy to know where a new file should be stored. And with the proposed naming convention, duplicate files are reduced substantially. This layering system facilitates the sharing of finite storage resources among users and projects according to business priorities resulting in an intuitive filing system and easy navigation of shared drives. Regardless of the intended use of any given file, any user should be able to find any existing file.

Data Frameworks, one of the industry leaders, utilizes a similar, automated, file manager that has been successful in corporations working on big and small-scale projects alike.

There are 4 steps to achieve an abstract layering system.

1. Figuring out the number of folders needed.
2. Naming said folders.
3. Create a system to place files in folders.

4. Creating a system to name the files.

To figure out the number of folders needed, there are two possible directions. The first consists of using one folder for every Department in the company. While this is effective in larger companies where thousands or even millions of files can be created every day, its efficiency on small business is limited. The other option is opening the 12 most accessed files and use them as a guideline for creating the folders where these would be placed. This effectively helps create limits for the number of folders while preventing the creation of 3 or less main folders. The second option is the recommended procedure for GWHCC.

The first aspect to consider before labeling the main folders is frequency of use. The frequency dictates the importance of a file, and by measuring it, the convenience to bury it deep into a layer can be determined. The second aspect is the probability several members of the company will access a single file. With these in mind, the labels for all 12 folders should cover a broad enough spectrum to be able to file documents originating from different departments with the smallest probability of intersecting.

After applying this methodology, the 12 proposed folders are the following:

1. Contacts
2. Events
3. Fiscal Years
4. Foundation
5. GWHCC
6. Invoices
7. Members & Sponsors
8. Official Documents
9. OLA
10. Small Business Assistance Program
11. Staff
12. Website

After this step is done, the subfolders can be created within each main folder to better store the files by creating a structure that follows a workflow. A suggestion of subfolders can be found on Annex 2. Additional folders can be

created at discretion as long as they meet with all the requirements. Third-tier subfolders need follow the structure of file naming described later on this document.

The system to name files and place them in an adequate folder involves Data Frameworks uses a simple method to name files. The name must include date (either when it was created or modified), and no more than 4 words that can help identify its contents. This helps when a file cannot be found by conventional means and the search function is used. By using either the date or any of the different keywords, a file can be found in seconds. Using 4 words or less also keeps the information compact and presentable if the files are shared to an outside party. Having the date prominently displayed also can help in making noticeable if certain files need to be revised or upgraded several months or years after their creation, and help avoid having duplicates with minor changes and very similar names.

Examples of the name current files have vs. the proposed names they would have under Abstract layering system:

- Ken Furuya_021 (current) vs. 2012 Ken Furuya Invoice 021 (proposed)
- NewMajority_ThoughtLdrs_v6ext-draft2[1] (current) vs 5Dec2011 New Majority Summit Flyer (proposed)
- Job Descriptions (current) vs. 2009 Job Descriptions (proposed).

Files should be placed within a related folder as to create a workflow that allows every user, whether old or new to find files without the need of going through trial and error.

Keeping files in designated folders and subfolders helps data migration and standardization of information. The layers provide a compact interface and will lead new users to find files while learning the location of other subfolders and files in the process.

Conclusions.

Implementing the Abstraction Layering System will save time, digital storage space, provide professional-looking files for members and partners and provide easy data migration in case it is needed compared to unstructured data. The estimated time to switch to this proposed model should be well within a week, considering it had been applied to some extent so far. There are no additional costs, and a comparison can be made to find a percentage of efficiency change if needed.

Annex 1

1. Contacts
    a. Database
    b. E-mails
    c. Lists
    d. Updates
2. Events
    a. Expo
    b. Gala
    c. Our Members Events
    d. Seminars
    e. Sponsors
3. Fiscal Years
    a. DHCD
    b. NIF
    c. WCCA
    d. Wells Fargo
4. Foundation
    a. Agreements
    b. Analysis
    c. Requirements
5. GWHCC
    a. Business Plan
    b. Letters
    c. Logo
    d. Membership documents
6. Invoices
    a. Foundation
    b. GWHCC
    c. Paid by GWHCC
7. Members & Sponsors
    a. Goya
    b. List of New Members

    c. List of Previous Sponsors
    d. Logos
    e. Prudential
8. Official Documents
    a. GWHCC
    b. Foundation
9. OLA
    a. Applications
    b. FY
    c. Grants
    d. Hearings
10. Small Business Assistance Program
    a. Guides
    b. Surveys
11. Staff
    a. Alma Alfaro-Laska
    b. Angela Franco
    c. Gabriela Mossi
    d. Intern
    e. Julia Hobbes
    f. Pamela Nieto
    g. Rebecca Blanco
    h. Tatiana Ahlborn
12. Website
    a. Bios
    b. Layouts
    c. Letters
    d. News
    e. Pictures
    f. Templates

Annex 2

1. Contacts
2. Events
3. Fiscal Years
4. Foundation
5. GWHCC
6. Invoices
7. Members & Spons
8. Official Docs
9. OLA
10. Small Biz Ass Pr
11. Staff
12. Website