

### Checklist

1. Create a **workspace directory** for tools outputs - nb-arc h-n ew- project

```
fproj - ~/desktop/projects/assessment-type/company-name/
```

2. Create a **logbook file** - nb-log (later move it to **report template**)

```
nb-log-* - ~/documents/org/projects/logbook.org
```

3. Create a **workflow template** (agenda methodology checklist for specific assessment type) - C-x v

```
C-x a a w - ~/documents/org/roam/agenda/assessment-type/
```

4. Create a **report template** with name companyname-report (later org-ex por t-d ispatch) - C-x v

```
ftemp - ~/documents/org/projects/assessment-type/
```

5. Create a **SoW/RoE template** with name company\_name-sow - C-x v

```
ftemp - ~/documents/org/projects/assessment-type/
```



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