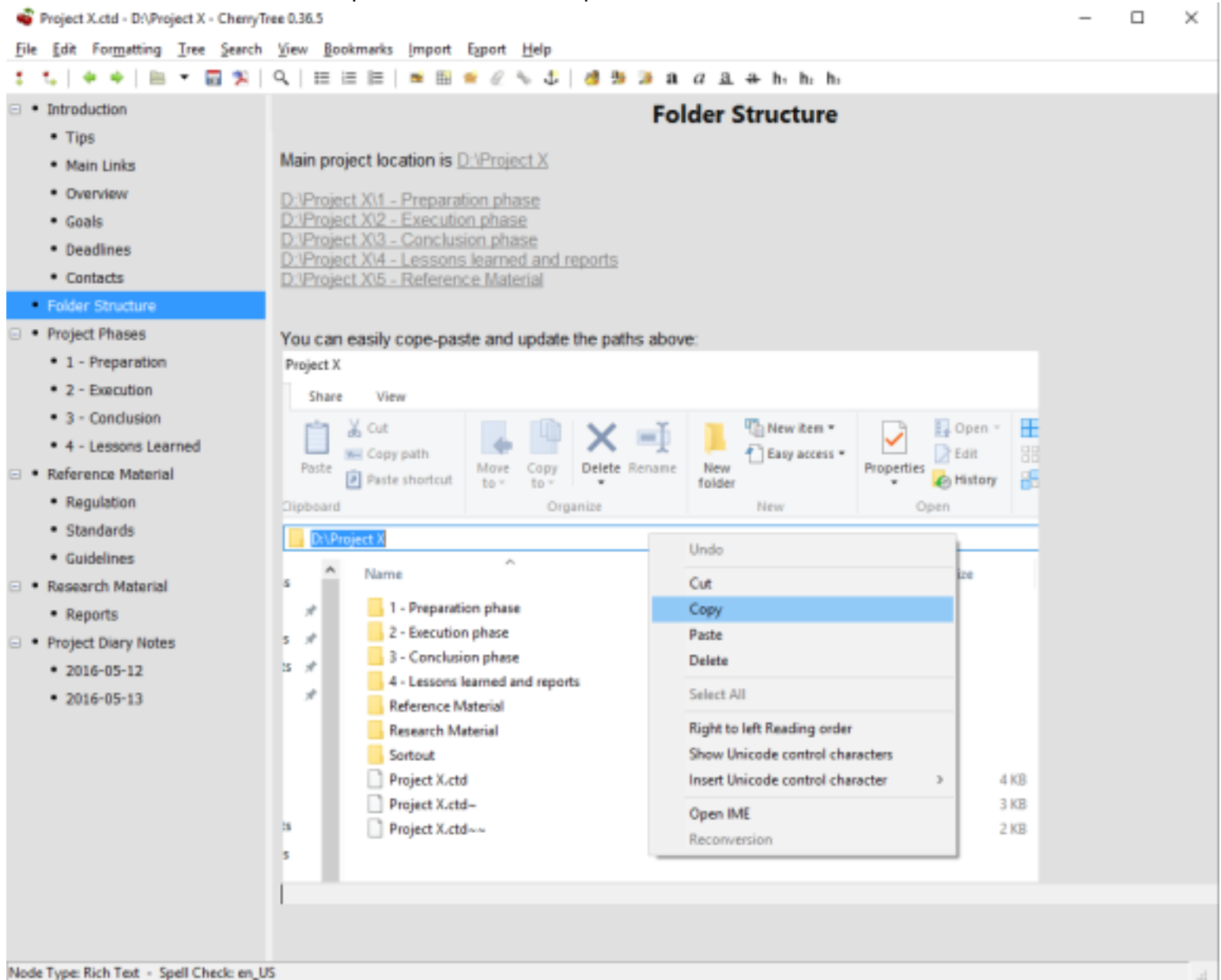


# Introduction

This is the template for a project, modify as you wish.

The screenshot below is an example about how this template looks like.



## Tips

Cherrytree shortcuts

CTRL-ALT-M : timestamp like 2016-05-12

SHIFT-CTRL-F : global search

SHIFT-CTRL-V : paste as normal text

## ***Main Links***

## ***Overview***

## ***Goals***

## ***Deadlines***

## ***Contacts***

## ***Folder Structure***

Main project location is D:\Project X

D:\Project X\1 - Preparation phase

D:\Project X\2 - Execution phase

D:\Project X\3 - Conclusion phase

D:\Project X\4 - Lessons learned and reports

D:\Project X\5 - Reference Material

You can easily cope-paste and update the paths above:

## Project X

The image shows a Windows File Explorer window titled "Project X" with the address bar set to "D:\Project X". The ribbon at the top includes "Share" and "View" tabs, and a ribbon menu with groups: "Clipboard" (Paste, Copy path, Paste shortcut), "Organize" (Move to, Copy to, Delete, Rename), "New" (New folder, New item, Easy access), and "Open" (Properties, Open, Edit, History). The main pane shows a list of folders and files:

Name	Size
1 - Preparation phase	
2 - Execution phase	
3 - Conclusion phase	
4 - Lessons learned and reports	
Reference Material	
Research Material	
Sortout	
Project X.ctd	4 KB
Project X.ctd~	3 KB
Project X.ctd~~	2 KB

A context menu is open over the "1 - Preparation phase" folder, with "Copy" selected. The menu items are: Undo, Cut, Copy, Paste, Delete, Select All, Right to left Reading order, Show Unicode control characters, Insert Unicode control character, Open IME, and Reconversion.

## ***Project Phases***

### ***1 - Preparation***

### ***2 - Execution***

**3 - Conclusion**

**4 - Lessons Learned**

**Reference Material**

**Regulation**

**Standards**

**Guidelines**

**Research Material**

**Reports**

# ***Project Diary Notes***

***2016-05-12***

***2016-05-13***