



Folder and Project Structure

Project Structure

- Inside After Effects, keep your project organized so that we can easily understand and edit it.
- No other rules — that's it. Just keep it clean and well-structured.

Folder Structure

- Project Name Identification - Asset serial Number [Serial number from Notion Dashboard]
- Example : - QMPF0001-01

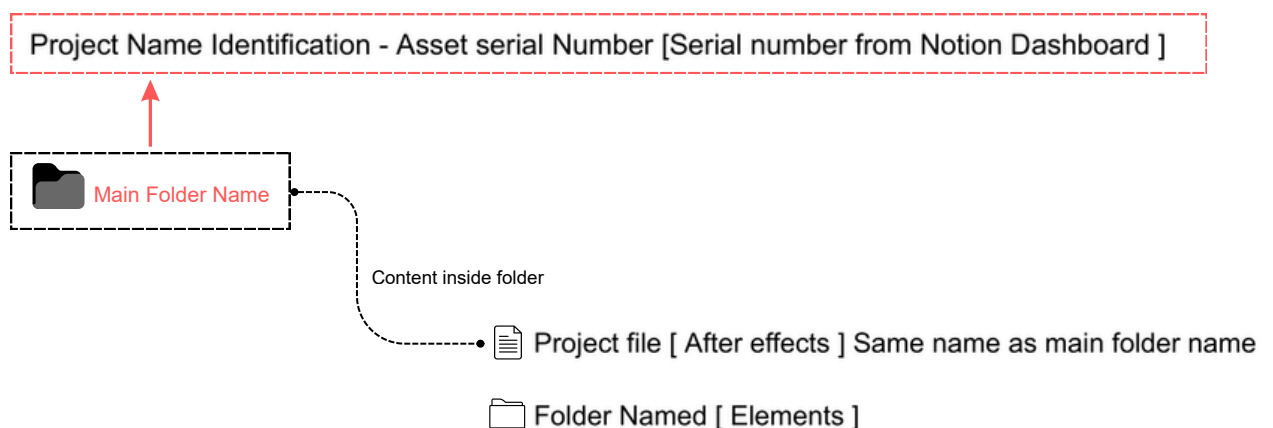
Each asset should have one folder named

- QMPF0001-01 for Asset 01

For asset 02,03.....n

- QMPF0001-02 for Asset 02
- QMPF0001-03 for Asset 03
- QMPF0001-04 for Asset 04

Inside the folder



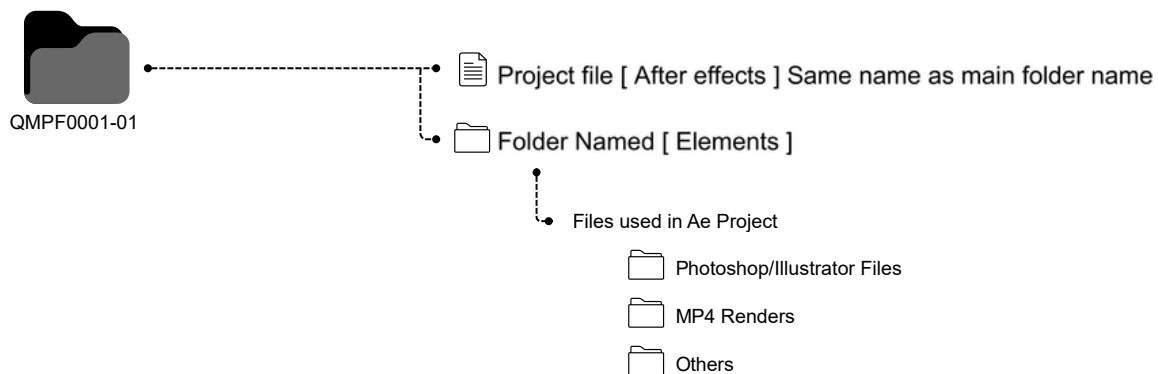


Folder **ELEMENTS** should contain all your other files used in the projects.

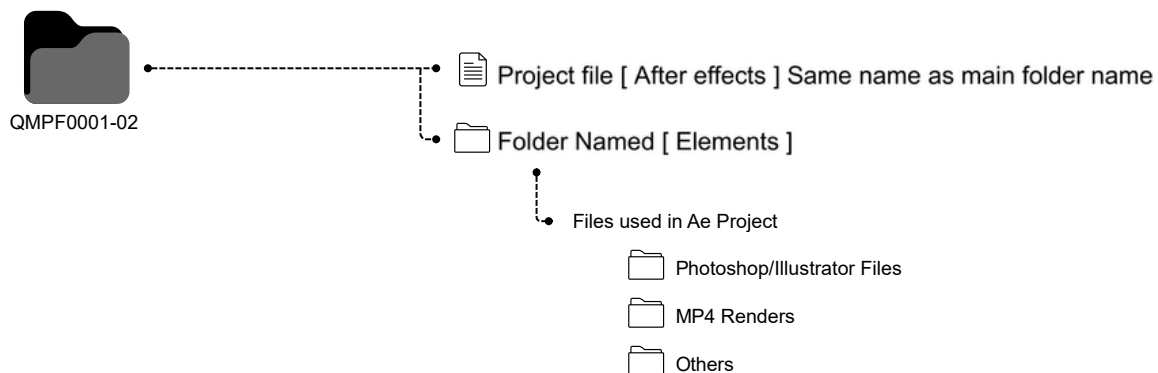
- PNG's built, MP4's rendered, everything. You can structure anyway you need. Just dump everything inside the ELEMENTS folder.
- Make sure it's organized and not too messed up.

Final example of how your folder should look

Lets take an example of asset 01 serial number for project named QMPF0001



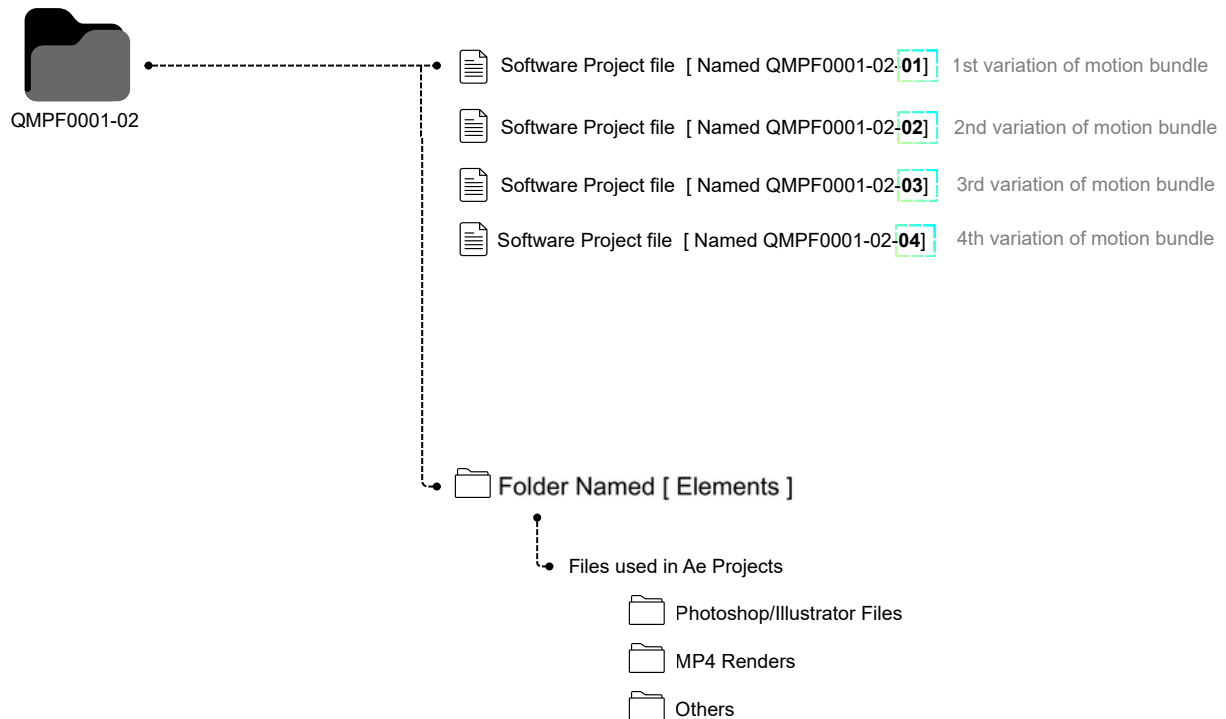
For asset 02 of same project it will be



Folder structure and Project structure is same for all project types except Motion bundles / Motion Kits. (Exception case for motion kits explained below).



Incase of Motion Bundles or Motion Kits



- Simply add 01, 02, 03, 04 at the end of each project file name.
- You can place all the assets used inside one folder named “Elements.”