

DO Always

RECOMMENDED NAMING

- Put the date first in every layer and file name, then the content: 20260728_headcount_by_room
- Name scenarios after what varies in them, such as Attendance 60% or Growth +10%

LAYERS AND LAYER STACKS

- Update the main layer stack whenever a new object layer is added
- Place object layers below the layers that use them
- Internally clarify which team owns each layer, so questions have an address

PROPERTIES

- Edit and use an existing property if one fits the purpose
- Keep property names in one language within a project

DATA AND LOGIC

- Check the row count after every import against the source file
- Test a function against one known result before applying it portfolio wide
- Keep documentation of every assumption made to fill a data gap, in the layer description

BEFORE YOU CHANGE ANYTHING

- Check the data update checklist before updating object layers
- Clear deletions with the team first
- Check who else depends on a dataset before editing it

DON'T Never

LAYERS AND LAYER STACKS

- Change the order of layers in a layer stack
Layers reference objects from the layers below them, never from above.
- Overwrite an existing layer with new data
- Mix reference dates within one layer

PROPERTIES AND IDS

- Delete the object type property
- Change property IDs or object IDs
References elsewhere point to the ID, not the name.
- Rename properties mid project without telling anyone

DATA

- Import data that has not passed data review