

Shared project-file lifecycle exercise

Team workspace administrators and privacy

[Read the complete guide on aona.ai](#)

A project file can supply context to more than one chat and remain available beyond the original upload. Review the project's participants, shared sources, reuse and ordinary removal process before adding confidential material. Keep project access separate from connected-service permissions and from legal erasure or preservation decisions.

Track a fictional source file from upload decision through reuse and ordinary removal.

Fictional project and intended access. No file is uploaded, collaborator invited or project deleted.

Your review

Reviewer: _____ Date: _____

Organisation or team: _____

☐ **Match the source to the project's continuing purpose**

Consider later chats and outputs, not only the first request.

☐ **Verify actual collaborator access**

Use the current product controls and separate-account evidence.

☐ **Record removal and remaining copies**

Project removal, downloaded outputs and source-system retention are separate questions.

Checked items record your review, not a compliance approval or an installed-product test result.

Notes and next actions

Decision and scope: _____

Evidence to collect: _____

Owner and next review date: _____

Review matrix

Stage	Example decision	Observation
Add source	Use synthetic-project-note.txt only	Not uploaded
Share context	Owner and one intended collaborator	Access unverified
Reuse	Keep the example purpose and version	Untested
Retire	Review project and other copies separately	Not performed

Shared AI project file exercise

All participants, project names and source text are fictional. This pack performs no upload, invite, connection or deletion.

Use the supplied note and populated intended-access example to plan a review. Record the actual project's available roles and permissions instead of assuming the example labels are product roles. Keep ordinary file removal separate from legal erasure/hold decisions and from copies in other systems.

Project lifecycle

Stage	Fictional example	Intended scope	Actual evidence	Status
Owner	SYNTHETIC_OWNER	Manage example source	TO_RECORD	UNVERIFIED
Collaborator	SYNTHETIC_COLLABORATOR	Use approved project context	TO_RECORD	UNVERIFIED
Unrelated account	UNRELATED_ACCOUNT	No access	TO_RECORD	UNTESTED
Source file	synthetic-project-note.txt	Training purpose and version1	TO_RECORD	NOT UPLOADED
Generated output	Fictional checklist	Same approved audience	TO_RECORD	NOT CREATED
Removal	Project source and other copies reviewed separately	Record supported action	TO_RECORD	NOT PERFORMED

Project source review

Project purpose and owner: _____
Actual participants/roles and access evidence: _____
File owner, purpose and version: _____
Chats/outputs that may reuse it: _____
Ordinary removal action and effect: _____
Copies governed elsewhere: _____
Legal/privacy escalation if required: _____
Decision: NOT YET REVIEWED

Practice files

The complete download pack includes these original working files. Keep their original formats when running or inspecting the examples.

- [Synthetic project note \(synthetic-project-note.txt\)](#)

SYNTHETIC PROJECT SOURCE
Project: SYNTHETIC_U06_TRAINING
Version: 1

Purpose: prepare a fictional training checklist.

Content: review the sample, note an owner, then record a next step.

No customer, employee or confidential company information is included.

Sources and scope

Sources checked 2026-09-21. Review the current requirements and your actual agreement before using this workbook for a real decision. This does not establish control of project membership, provider deletion or every retained project copy.

[OpenAI: Projects and chats](#). Documents shared project files, instructions and sources across related chats.

[OpenAI: ChatGPT Work security](#). Describes project-file association and separate retained-copy/control boundaries.