Tool: Registry Plan Template

This tool will assist you identify the goals for your registry, determining your constraints (i.e., budget, knowledge, skill, and time), identifying potential roadblocks and solutions, and developing a timeline to achieve your registry's goals.

Registry Goal _State a goal you would like to accomplish._	**Constraints** _Determine what limitations may affect this goal._	**Roadblocks & Solutions** _Identify what might slow you down or prevent you from accomplishing your goals and determine how you can avoid or overcome these challenges._
Below are examples of both common short- and long-term goals for patient registries. Examples of Short-Term Goals 1) _Find and recruit patients who are interested in participating in research studies._ 2) _Collect contact and demographic information of people living with the disease._ Examples of Long-Term Goals 1) _Document patient medical history._ 2) _Discover trends and common needs of patients._ 3) _Improve scientific understanding of the disease._	Budget – _Do you have a budget? What is your budget for this goal?_ Knowledge – _Is there specific knowledge needed to reach your goals?_ Skill – _What types of skills may be needed to reach your goals?_ Time – _How much time will be needed to reach your goals? Do your goals have to be completed by a certain date?_	Roadblocks – _What are potential roadblocks you might encounter? (Examples: Lack of time, lack of interest from the patients, difficulty making decisions)_ 1) 2) 3) Solutions – _How might you overcome roadblocks? (Examples: Identify other people who can help and share in workload, use social media to promote your registry, get advice from other patients groups that have established similar registries)_ 1) 2) 3)

Instructions: Print out one sheet per registry goal.

Registry Goal	Constraints	Roadblocks & Solutions
	Budget	Roadblocks 1) 2) 3)
	Knowledge	
	Skill	Solutions 1) 2) 3)
	Time	

Create Milestones to Track Progress

Draft a timeline for accomplishing registry milestones based on your goals to motivate yourself. The timeline may change, but it will help you track your progress.

Registry Goals	Due Date
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	