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.

<table>
<thead>
<tr>
<th>Registry Goal</th>
<th>Constraints</th>
<th>Roadblocks &amp; Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State a goal you would like to accomplish.</strong></td>
<td><strong>Determine what limitations may affect this goal.</strong></td>
<td><strong>Identify what might slow you down or prevent you from accomplishing your goals and determine how you can avoid or overcome these challenges.</strong></td>
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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?

**Roadblocks** — What are potential roadblocks you might encounter? (Examples: Lack of time, lack of interest from the patients, difficulty making decisions)

1)

2)

3)

**Time** — How much time will be needed to reach your goals? Do your goals have to be completed by a certain date?

**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)

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## Registry Goal

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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.*

<table>
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<th>Registry Goals</th>
<th>Due Date</th>
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