The Registry is not a surveillance system, and it does not contain surveillance data.

**Project Management**

**Use of strong Project Management principles is critical to project success**
- **Begin the project with a charter signed by the sponsor.**
- **Conducts systematic analysis of the “acid” process, identity gaps and provides a training plan.**
- **Maintains leadership buy-in and is committed to educating them about the project.**
- **Closely manages the project process.**
- **Train multi-functional teams to ensure adequate skill sets.**
- **Leverages common resources to improve operational efficiency.**

**Survey Development**

**Intended use of the information should drive formulation of the survey questions.**
- **Needs a systematic method to develop the Survey.**
  - **Engaging a multi-disciplinary team of Subject Matter Experts.**
  - **Following effective facilitation processes to manage requirements from diverse group of experts.**
  - **Writing clear questions and response options based on how the information will be used.**
  - **Follows standard survey design methodology and practices.**
  - **Facilitating the questions to make sure that the survey has adequate reliability and validity.**

**Stakeholder Engagement**

**Keep stakeholders informed and involved throughout the project.**
- **Provide multiple avenues to engage with stakeholders (e.g., Open House, in-person meeting, and webinars).**
- **Use a personalized approach when engaging with stakeholders.**
- **Gain leadership buy-in across the agency in the “value-added” of the project and obtain a commitment from key organizational personnel.**
- **Prepare a guidance to ensure that stakeholders respond to questions consistently.**

**Technology**

**Do not allow the technology to drive your requirements.**
- **Conducts comprehensive alternative analyses to ensure that an integrated solution is selected and supported by relevant stakeholders.**
- **Conducts a “proof of concept” systematically to short list potential transitions prior to selection.**
- **Engages stakeholders and partners throughout the process to ensure successful implementation.**
- **Identifies system requirements and configuration design aligned with the Organization’s IT Strategy and Program’s long term objective.**
- **Ensures that built technologies are compatible with the infrastructure and not size versus.**
- **Uses standardized technical solutions to the extent possible to leverage common resources.**

**Data Collection, Analysis and Reporting**

**Integrate and introduce established policies and practices into the data management lifecycle to ensure data quality.**
- **Engage with stakeholders**
  - **Engaging with stakeholders throughout all phases (data collection, analysis, reporting).**
- **Develop comprehensive “help” resources**
  - **Provide comprehensive guidance through user-friendly display options.**
- **Develop a data analysis plan prior to implementation**
  - **Provides guidance to SMEs regarding how their information will be analyzed and reported.**
- **Develop a data quality assurance plans prior to data collection**
  - **Anticipate which fields might result in inaccurate or incomplete data.**
  - **Allow for corrections during the data collection process.**
- **Pre-populate fields to reduce data entry burden.**

**Marketing and Communications**

**Develop a strong marketing and communications plan focused on “value-added” of the project.**
- **Gala-officiations with well-respected organizations, groups, or publications.**
- **Develop reports early on in the project to demonstrate how the information can be used.**
- **Take every opportunity available to present your project to groups. Reach as wide an audience as possible.**
- **Have well documented, targeted and consistent materials in place to convey to stakeholders a standard message about your activity.**

**Logistics**

**Involve the entire team in resulting ongoing project challenges.**
- **Use well-sized timelines and project plans to keep the team informed about project progress.**
- **Use phone or in-person communication to reach out to stakeholders.**
- **Screening**
- **Be proactive and anticipate resource needs at least 6 months in advance.**

**Benefits of the Registry**

Information sharing can facilitate important public health planning and response efforts...

**BROAD INFORMATION CAPTURE** - The Registry captures information about existing human health systems across human, animal, environment, and plant domains.

**SURVEILLANCE-CENTRIC** - The Registry is designed around the needs of the surveillance experts. Subject Matter Experts (SME) can quickly find information on their need and readily exchange knowledge, experience, and insights with colleagues.

**ACCESSIBLE** - Information is easy to access across the information of CDC’s surveillance activities. The system will no longer be scattered across nested websites. It makes critical information readily available for decision makers.

**SEARCHABLE** - Information is easy to query on any electronic format will allow data captured in the Registry to be queried using well-defined parameters and/or information to be provided in customizable formats.

**Approaches Used and Lessons Learned in a Number of Domains Including...**

**Project Management**

Use of strong Project Management principles is critical to project success...

**Survey Development**

Intended use of the information should drive formulation of the survey questions...

**Stakeholder Engagement**

Keep stakeholders informed and involved throughout the project...

**Technology**

Do not allow the technology to drive your requirements...

**Data Collection, Analysis and Reporting**

Integrate and introduce established policies and practices into the data management lifecycle to ensure data quality...

**Marketing and Communications**

Develop a strong marketing and communications plan focused on “value-added” of the project...

**Logistics**

Involve the entire team in resulting ongoing project challenges...

**Policy**

Developing a Registry that will capture information about agency’s surveillance assets is a complex undertaking with numerous challenges related to technology, human resources, stakeholder engagement, leadership buy-in and marketing. A number of factors were considered as part of our strategic focus to include the use of strong project management practices. It’s a stakeholder communication and consultation value using effective marketing strategies.

**Conclusions**

Lessons learned from this effort can serve as “best practices” with widespread application for other agencies’ organizational use to establish a more comprehensive view of their surveillance and other cross-cutting assets.

**Key Elements of Registry Success**

- **STRENGTH**: Built on the foundation of a national strategic to improve coordination of public health assets and enhance our ability to detect and respond to health threats
- **LEADERSHIP**: Must be informed at all levels—Engagement with leadership from the branch level to the Office of the Director
- **RESOURCES**: Support dedicated to the mission
  - Skillful full-time IT and contact (e.g., information technology, epidemiology, law, software developer, business analyst, and data analyst operations support, systems management, implementation support, business analyst, communication specialist)
  - Certified and accredited, enterprise-approved, licensed software system.
- **Data and Service Support**

**Surveillance**

Information sharing can help facilitate important public health planning and response efforts...

**Government**

Developing the National Public Health Surveillance and Biosurveillance (NPHSB) Registry for Human Health: Lessons Learned and Implications for Public Health Informatics

**Project Management**

Use of strong Project Management principles is critical to project success...