Data Tracking Checklist

* What tool will be used to track incoming participant data and ID schema?
* Who is ensuring that tracking tools are compliant with rules and regulations?
* Are there any costs associated with our data tracking tool?
* How should the tracking database be structured?
  + What tables and fields need to be included in the tracking system?
  + Do we need to link tables? How will tables be linked?
* Who will build the data tracking system?
* How will participants be added to the tracking system?
  + Who will add participants?
  + When will participants be added?
* How will study IDs be assigned?
  + What ID schema will be used?
  + Is this schema documented?
* Where will the database be stored?
  + Who will have access?