**OUTLINE OF A GUIDE AND REQUIREMENTS DOCUMENT**

Example: <https://wiki.lyrasis.org/display/VIVO/Planning+a+VIVO+Implementation>

Minimum Assumptions

* There is institutional support for REDCap and local licencing
* The use case is a longitudinal project that will use surveys

Google document: Hawaii Example

1. Introductory document
   1. Benefits of REDCap implementation; encouraging center/PI buy-in
   2. Meredith’s document; overview and role of the data management plan
2. Big picture presentation with visualizations
   1. Workflow presentation i.e. lifecycle of a piece of NACC data
   2. QA/QC and validation tiers
      1. Data collection/entry quality checks (REDCap functionality/built in flags)
         1. Field validation
         2. Data quality REDCap functionality
      2. Overall NACC requirements/downstream programming processing
   3. Big picture of DMP tasks by project phase and role (VIVO as example)
   4. Maintenance of the system
3. Important components - REDCap emphasis
   1. Data dictionaries and other Development Working Group material from Github
      1. Important considerations
      2. Interrelation of fields and forms for errors and plausibility
   2. Project structure
      1. Field level standardization
      2. event standardization
         1. telephone events and logic
      3. Consistent participant/visit meta data placement
   3. Full project settings
   4. Form-specific survey settings
   5. External module recommendation
4. Step-by-step guide implementation
   1. Implementation of ADRC based system for a new center - Data Entry
   2. Project management beyond technical considerations
   3. Change management; preparing for UDS5
5. Use of implementation
   1. Use as training tools
   2. Community use and success of implementation

**CONTENT DISCUSSION: Subcommittee Level**

Requirements

Development

Documentation

Introductory document

* 1. Benefits of REDCap implementation; encouraging center/PI buy-in
  2. Meredith’s document; overview and role of the data management plan

Big picture presentation with visualizations

* 1. Workflow presentation i.e. lifecycle of a piece of NACC data
  2. QA/QC and validation tiers
     1. Data collection/entry quality checks (REDCap functionality/built in flags)
        1. Field validation
        2. Data quality REDCap functionality
     2. Overall NACC requirements/downstream programming processing
  3. Big picture of DMP tasks by project phase and role (VIVO as example)
  4. Maintenance of the system

Important components - REDCap emphasis

* 1. Data dictionaries and other Development Working Group material from Github
     1. Important considerations
     2. Interrelation of fields and forms for errors and plausibility
  2. Project structure
     1. Field level standardization
     2. event standardization
        1. telephone events and logic
        2. adapt event to ivp/fu/tel (logic for tel, not an event)
     3. Consistent participant/visit meta data placement
        1. header placement
        2. profile level participant data
  3. Full project settings
  4. Form-specific survey settings
  5. External module recommendation

1. Step-by-step guide implementation
   1. Implementation of ADRC based system for a new center - Data Entry
   2. Project management beyond technical considerations
   3. Change management; preparing for UDS5
2. Use of implementation
   1. Use as training tools
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