Project management: A recipe for success

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Project management

- Phase I: Planning
- Phase II: Implementation
- Phase III: Write up & Dissemination
<table>
<thead>
<tr>
<th>Task</th>
<th>Aids/Tool</th>
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<tbody>
<tr>
<td>IRB: complete and submit forms with protocol/consent*</td>
<td>Computerized forms, boilerplate, required language</td>
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<tr>
<td>Background lit. search, <em>write intro</em></td>
<td>Medical librarian Endnote</td>
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<tr>
<td>Instruments: find or create, define variables, pilot test</td>
<td>Create codebook</td>
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<td>Subjects/charts: identify/review organize</td>
<td>Office/project staff</td>
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## Phase I

### Task

- Protocol: Design, *write up methods*, pilot test, sample size, training, create forms for data collection, data entry and consent

- Plan analysis: create table/figure shells, *write up* (*methods, results*)

### Aids/Tool

- Procedures manual
- Project management software
- Research assistant
- Biostatistician
- Biostatistician
- Codebook
A researcher’s toolbox

- Project management software
- Sample size software
  - http://biostat.mc.vanderbilt.edu/twiki/bin/view/Main/PowerSampleSize
- Data entry software
  - Access
  - Excel
  - Epi-Info (wwwn.cdc.gov/epiinfo/)
- Data analysis software
  - SPSS, SAS
  - Analyze It
  - Epi-Info
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<td>Enrollment: track respondents and NR</td>
<td>Flyer/posters</td>
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<tr>
<td>Implement protocol: chart review, survey</td>
<td>Tracking system</td>
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<td>Enter data: twice and clean</td>
<td>Study personnel</td>
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<tr>
<td>Analyze data</td>
<td>Entry program and assistant</td>
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<tr>
<td>Biostatistician</td>
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Phase III

- Provide answers to your study questions
- Think about what you found (summarize, ground in literature, state limitations)
- Final literature search
- Write up results
- Write up discussion
- Revise introduction if needed
Activity: create your own timeline

- Start-up (IRB, literature, ID instruments, hire)
- Protocol (ID subjects, train staff, create forms, pilot procedures)
- Enrollment (staff coordination, publicity, tracking, mailings)
- Implementation (administer intervention)
- Data (collect, enter, analyze)
- Write-up (intro, methods, results, discussion)