

2021 NPCR CANCER REGISTRY SUCCESS STORY

CANCER REGISTRY NAME: Missouri Cancer Registry and Research Center

STORY FOCI: Project Management for Central Cancer Registries

STORY CATEGORY (check one):

Public Health Impact

Operations

STORY TITLE: Use of project management tool for increased efficiency and project management in the Missouri Cancer Registry

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SUMMARY:

Use of project management tools such as trello, asana, jira, clickup, and others allowed us to explore the capabilities for cancer registry project and time management. It also allowed MCR management to expand the scope with the following application:

- Trello is a useful tool for tracking, planning, organizing of activities, and management of projects
- Trello is used in the registry for repetitive, large projects such as upgrading of CRS+ products, annual data submission, data modernization project, and annual linkages
- Trello is a useful tool to not only manage the project but also helps to keep necessary documentation and communications at hand

CHALLENGE:

2021 has been challenging not only with a longer than expected upgrade process of the CRS+ products but also additional changes and upgrades that needed to be managed all at once in addition to other projects such as the DMI project, pathology reporting, annual data submission, and the DCO process. All of these projects are simultaneously ongoing and also need to be tracked and organized.

SOLUTION:

In 2021, MCR just as many other central cancer registries had to go through upgrading and upgrade related tasks that involve all CRS+ products. The process took longer than expected, and just as other central cancer registries there are many simultaneous ongoing projects and tasks. With several new employees we were able to review some of our processes and decided we needed a project management tool that can be easily accessed and updated by all team members. Trello is a newer tool that can be utilized for various uses. Even though everyone in

the registry representing different generations and different working styles is not comfortable using a project management tool, people that are natural organizers tended to embrace the project management tools capabilities and because of the ease of use we had some adoption from the majority of team members. Once the tool was introduced and made available to everyone in the registry, we identified the projects in need of project management mainly annual and ongoing projects.

RESULTS:

We were able to create the following boards for project management at MCR:

1) MCR monthly meetings, 2) MCR Informatics Projects, 3) Data Modernization Workgroups, 4) MCR Registry Plus Upgrades, 5) MCR Plan budget, 6) Pathology Reporting, that are now accessible to each member of the team/ board with activities/ tasks assigned and due dates. With COVID-19 some team members are still working from home, some have transitioned to working from home and some have returned to the office, which makes it sometimes hard to keep up with communication. We found that the central Trello boards have made keeping everyone informed easier. We were able to present Trello, one of several many project management tools, at the RPUG meeting to share with other registries.

SUSTAINING SUCCESS:

The following lessons learned can be integrated into registry processes.

- Present at RPUG to share with other interested registries and learn from other CCRs how they process and what they use for project management in CCR
- Empower the whole CCR team to be an active member of the process and project management in the MCR
- Quick overview for management to see where we stand and what we need to get accomplished before our annual submissions
- Time spent to organize projects has decreased and this has led to other more efficient ways to manage certain processes in the registry for example the data submission process
- Trello is in real-time and any team member can update the board resulting in up-to-date boards and communication

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