



# Managing Project Status

This is an operational reminder and refresher for all REDCap users and project owners to review all of the projects you access and manage and to discuss with your teams the proper designations of your current projects. As REDCap Administrators do not have explicit knowledge of every project's current timeline and operation, this is the responsibility of the project's users to manage appropriately the status of their project(s).

Please review the descriptions below and update your project(s) accordingly.

In REDCap, projects hold 4 statuses (in order) which users control and dictate (with Administrator intervention as required):

## 1. **Development**

When a user requests a new project via REDCap and that request is approved, this is the initial status the project assumes. In Development mode, users build, design, and TEST their projects before moving into Production. This is not a *use* mode, but rather a *preparation* mode. Since data collection in this mode is not compliant nor does it utilize all appropriate security measures, no real data is allowed to be collected. At no point, and for no reason, is real/live/actual patient data, PHI or otherwise, allowed to be collected. Mock or fake data should be used (and is encouraged) in order to test a project thoroughly. We highly recommend 10 fully completed mock records to be entered into your project before requesting a Move to Production. Upon moving to the next status, Production, all data will be cleared from a project before it goes live.

## 2. **Production**

Once a Move to Production request is submitted (via your project in REDCap), and subsequently approved by a REDCap Administrator, your project is live and data collection may begin! All data security measures are active and in-place, and data collection from this point forward is compliant and meets multi-institutional regulatory standards. In this mode, you will conduct the bulk work and purpose of your REDCap project. You will collect, capture, and actively manage your data throughout the entire data collection period of your project as per your protocol, operational needs, and use-case. This is your most dynamic period of project use and as long as you are collecting, capturing, or editing new data, Production mode is where your project should be.

## 3. **Analysis/Cleanup**

Once all data collection and capture is complete, it is time to move your project to the Analysis/Cleanup status. In this mode, you will no longer be able to add records or modify your data, protecting it further and maintaining appropriate compliance in your data collection process. However, you will be able to report on, analyze, export, quality check, and fully review/use your data as needed in this mode. This is the next necessary step to transition your project to once you are actively reporting, running statistical analysis on, and/or preparing your data for publication or other appropriate distributed use.

## 4. **Completed**

Once your project analysis/review/reporting/publication is finished, your project(s) need to move to the Completed status. In this phase, your data will be archived and inaccessible unless Administrators bring the project back to Analysis/Cleanup per user request. DATA IS NOT DELETED. All data will be locked and stored on our servers appropriately. All projects should ultimately end up in this status.

Where to find these status options:

**Development** - Every project automatically starts here

**Production** - Bottom of the Project Setup page, via "Move to Production" button

**Analysis/Cleanup** - On the Other Functionality tab, easily accessed from the Project Setup page via the "Move to Analysis/Cleanup status" button

**Completed** - On the Other Functionality tab, easily accessed from the Project Setup page via the "Mark project as Completed" button

Per the above descriptions, we recommend that all users continuously review their projects and transition them accordingly!