

## **Promising Practices – PHP and CPHST SharePoint Site for Regulatory Development Project Management**

This category honors common sense and ingenuity. Promising practices are those that are small-scale and local at the outset, but they could be adopted on a broader scale to improve effectiveness or efficiency. For example, a promising practice could be a minor adjustment in an existing business process, a complete overhaul of an administrative activity, or a simple enhancement in communications. This category could encompass the same elements that are in the safeguarding continuum, but it could also encompass activities outside those elements.

Plant Health Programs (PHP) and the Center for Plant Health Science and Technology (CPHST) successfully collaborated on the development of a SharePoint site to manage regulatory development projects. The site, known as Reggie, allows users to request, execute, and track regulatory development work by staff in PHP's Regulations, Permits, and Manuals (RPM) group and CPHST's Plant Epidemiology and Risk Analysis Laboratory (PERAL). Before Reggie, PERAL and RPM each tracked regulatory projects separately, using complicated spreadsheets and tracking systems that were increasingly out of date and inaccessible by other units. Because of these issues, PERAL and RPM decided in late 2009 to develop a shared, transparent project management site. After a year of development, Reggie went live in September 2010. By providing a one-stop location for all regulatory project information, the system has far-reaching effects on the way PPQ will work on regulatory development projects. By eliminating the need for manual and often duplicate data tracking at the management level, this system saves staff time and reduces the potential for errors. In addition, Reggie simplifies the assembly of administrative records for issues that become the subject of litigation. Reggie is notable because of the complexity of the objectives, the unique design and automated features, the sharing of data and responsibilities across units, and the significant cost savings achieved by using SharePoint instead of building a custom database. For several years, PPQ management has sought an effective system for project management, tracking, and document sharing and storage; building such a system without an expensive, lengthy contracting process is a major success in itself.