

Best Practices: Rave Study Build and Global Library Management¹

Instructor Led Course Outline

Course Description: This course reviews and introduces best practices for the study planning and building process.²

Course Duration: ~2-4 days³

Time	Topic
Day 1	
9:00am – 9:30am	Introductions & Objectives Introductions Workshop Objectives Pre-requisite Review
9:30am – 10:45am	Study Start-Up and Initial Design Project Initiation Meeting Initial Design Decisions Environment/Draft/Version Control Environment Usage Drafts vs. Versions Naming Conventions
10:30am – 10:45am	Break
10:45am – 12:00pm	Starting Point Options Global Industry Standards Annotated CRF Interpretation

¹ Maximum number of attendees: 10

² Two 15 minute breaks will be given by the instructor each day in addition to the lunch break.

³ Length of the course will depend on extent of attendees' Rave background and/or client's request.

	Global Library Architect Loader
12:00pm - 1:00pm	Lunch
1:00pm - 2:30pm	Global Library Considerations Conflicts Using Global Libraries on Multiple URLs Global Library Creation and Maintenance
2:30pm – 2:45pm	Break
2:45pm – 4:15pm	Architect Loader Considerations Merge vs. Overwrite
4:15pm – 4:30pm	Review
Day 2	
9:00am – 9:15am	Review Review Day 1 Q&A
9:15am – 10:30am	Study Testing and Validation Versioning User Management
10:30am – 10:45am	Break
10:45am – 12:00pm	eCRF Design Principle Best Practices Naming Conventions Form Design Guidelines Dictionary Guidelines Field Guidelines
12:00pm -1:00pm	Lunch
1:00pm – 2:45pm	eCRF Design Principle Best Practices (continued) Field Guidelines

	Advanced Field Attributes Folder Guidelines Matrix Guidelines
2:45pm – 3:00 pm	Break
3:00pm – 4:15pm	Inputs > Outputs Naming Considerations Permissions Clinical Views
4:15pm – 4:30pm	Review
Day 3	
9:00am – 9:15am	Review
9:15am – 10:30am	Data Validation Best Practices Naming Conventions Field Checks Data Values Constants
10:30am – 10:45am	Break
10:45am – 12:00pm	Data Validation Best Practices (continued) Check Functions Check Actions
12:00pm - 1:00pm	Lunch
1:00pm – 2:30pm	Data Validation Best Practices (continued) Derivations Custom Functions
2:30pm – 2:45pm	Break
2:45pm – 4:15pm	Architect Security and EDC Roles Review Architect Security

	Global Library Security EDC Roles Restrictions Reports
4:00pm - 4:15pm	Review
Day 4	
9:00am – 9:15am	Review
9:15am – 10:15am	Study Structure Unscheduled Events
10:15am – 10:30am	Break
10:30am – 12:00pm	Study Structure (continued) Subject Calendar Subject Field Configuration Subject Status Early Termination Signatures
12:00pm - 1:00pm	Lunch
1:00pm - 2:30pm	Migrations Edit Check Considerations Core Configuration Protocol Deviations Sticky vs. Comment vs. Query
2:30pm – 3:30pm*	Special Considerations Translation Workbench Other Rave Integrations
3:30pm – 4:00pm	Wrap Up and Review