

## Study Management: Milestones Overview

### eLearning Course Outline

**Course Description:** This course covers the 'Milestones' feature in Study Management, CTMS. It is designed for users who will be planning and tracking Milestone dates at the Study, Country, or Site level.

Approximate Duration: 15min<sup>1</sup>

Module	Topics
<b>Welcome</b>	Introduction and Objectives
<b>Milestones Overview</b>	<b>Introduction</b> <ul style="list-style-type: none"> <li>• What are 'Milestones'?</li> <li>• Roles and Permissions</li> </ul>
	<b>Configuring Milestones Settings and Templates</b> <ul style="list-style-type: none"> <li>• Configuring Milestones Settings for the Client Division</li> <li>• Configuring Milestones Settings on the Study Level</li> </ul>
	<b>Navigating Milestones</b> <ul style="list-style-type: none"> <li>• Viewing Standard Milestones for Study, Country, and Site</li> </ul>
	<b>Planning and Tracking Milestones</b> <ul style="list-style-type: none"> <li>• Track Planned and Revised Milestone Dates</li> <li>• Lock / Unlock Planned Dates</li> <li>• Tracking Actual Dates</li> </ul>
<b>Summary</b>	Summary

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<sup>1</sup> Duration listed is approximated, and does not reflect activities, simulations or assessments.