

## Medidata Rave CTMS Study Manager Workflows ILT Course Outline

**Session Description:** This session covers tasks typically covered by the Study Manager role. There will be a review of the CTMS Fundamentals followed by an understanding of how Study Managers manage visits and issues. Additionally, there will be a post-assessment of the CTMS skills learned throughout the course.

**Approximate Duration:** 4 Hrs

Note: All times serve as estimates

Time	Topic
1 hour	Welcome
	<b>Rave CTMS Fundamentals review</b> <ul style="list-style-type: none"><li>• Rave CTMS basics</li><li>• Managing Enrollment</li><li>• Managing Milestones</li><li>• Managing Document Tracking</li></ul>
1 hour	<b>Manage Site Visits</b> <ul style="list-style-type: none"><li>• Understand visit planning</li><li>• Understand visit conducting</li><li>• Visit Report approval process</li><li>• Understand follow up letters</li></ul>
15 minutes	<b>Break</b>
1 hour	<b>Manage Issues</b> <ul style="list-style-type: none"><li>• Creating and editing Issues</li><li>• Creating and editing Actions</li><li>• Using Issue Slider</li></ul>
45 minutes	<b>Post Assessment and Q&amp;A</b>