

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: 4 days

Time	Topic
Day 1	
30 min	Introductions & Objectives Introductions Workshop Objectives Pre-requisite Review
30 min	Study Start-Up and Initial Design Project Initiation Meeting Initial Design Decisions Environment/Draft/Version Control Environment Usage Drafts vs. Versions Naming Conventions
15 min	Break
1 hour 15 min	Starting Point Options Global Industry Standards Annotated CRF Interpretation Global Library

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.

	Architect Loader
1 hour	Lunch
1 hour 30 min	Global Library Considerations Conflicts Using Global Libraries on Multiple URLs Global Library Creation and Maintenance
15 min	Break
1 hour 30 min	Architect Loader Considerations Merge vs. Overwrite
15 min	Review
Day 2	
15 min	Review Review Day 1 Q&A
1 hour 15 min	Study Testing and Validation Versioning User Management
15 min	Break
1 hour 15 min	eCRF Design Principle Best Practices Naming Conventions Form Design Guidelines Dictionary Guidelines Field Guidelines
1 hour	Lunch
1 hour 30 min	eCRF Design Principle Best Practices (continued) Field Guidelines Advanced Field Attributes

	Folder Guidelines Matrix Guidelines
15 min	Break
1 hour 15 min	Inputs > Outputs Naming Considerations Permissions Clinical Views
15 min	Review
Day 3	
15 min	Review
1 hour 15 min	Data Validation Best Practices Naming Conventions Field Checks Data Values Constants
15 min	Break
1 hour 15 min	Data Validation Best Practices (continued) Check Functions Check Actions
1 hour	Lunch
1 hour 30 min	Data Validation Best Practices (continued) Derivations Custom Functions
15 min	Break
1 hour 30 min	Architect Security and EDC Roles Review Architect Security Global Library Security

	EDC Roles Restrictions Reports
15 min	Review
Day 4	
15 min	Review
1 hour	Study Structure Unscheduled Events
15 min	Break
1 hour 30 min	Study Structure (continued) Subject Calendar Subject Field Configuration Subject Status Early Termination Signatures
1 hour	Lunch
1 hour 30 min	Migrations Edit Check Considerations Core Configuration Protocol Deviations Sticky vs. Comment vs. Query
1 hour	Special Considerations Translation Workbench Other Rave Integrations
30 min	Wrap Up and Review