# Feature Checklist

As trials and protocols increase in complexity, moving beyond Excel trackers to manage study start-up processes becomes critical to ensure on-time site activations. From event-driven automation that triggers downstream updates to unification with other clinical systems, this checklist highlights all of the features you should look for in a study start-up application to optimize start-up activities and get to First Patient First Visit faster.

## Study Setup and Planning

- [ ] Milestone durations
- [ ] Predictive planning

## Site Qualification and Selection

- [ ] Investigator, organization, and person database
- [ ] Site identification workflow
- [ ] Site identification searching and matching
- [ ] Site qualification and selection workflow
- [ ] Feasibility surveys

## Essential Document Collection

- [ ] Site package distribution and document collaboration
- [ ] Document management
- [ ] Site and investigator document re-use
- [ ] Auto-filing in Veeva eTMF
- [ ] Shared workflows and data with Veeva CTMS in a single, unified environment

## Site and Country Activation

- [ ] Country start-up templates and workflows for 45+ countries
- [ ] Role-specific startup homepages
- [ ] Critical path management
- [ ] IRB/EC submission management
- [ ] Milestone auto-completion
- [ ] Ad-hoc events and milestones
- [ ] Budget tracking
- [ ] Cycle time metrics

## Site Greenlight Review and Approval

- [ ] Site activation progress tracking
- [ ] Greenlight package approval workflow

## Reporting and Visibility

- [ ] Metrics and cycle time tracking
- [ ] Configurable reports and dashboards

## Application Security and Access Controls

- [ ] Granular profile and role permissions
- [ ] Object-level and workflow security

**See a demo of all these capabilities in Veeva Study Startup today.**