



CTMS implementation success might seem not that easy, especially when utilizing this kind of software for the first time. In this case it is important to have a very well sketched plan that will help you with the initial steps to get everything in place. The [beginning is the toughest](#) part and this is the reason why we share with you some ideas that you might find helpful.

### **Step 1: Involve the Team**

After buying and integrating the CTMS, the first step is to make sure your team will use it. The fear of the new is always there and what seems to work in this direction is to ensure that the team has been involved in almost every aspect of the CTMS selection and integration: from the search of an appropriate system, through the tests of trial demos, to the proactive feedback. The people of the team that will use the system the most are the ones aware what the CTMS needs to accomplish.

### **Step 2: Roles & Responsibilities**

CTMS implementation success lies in stratification. In this step you must determine the roles and responsibilities. Who will use the system? What CTMS features will they need to achieve success? Answering these two basic questions and making sure that everyone involved will be impeccably trained in the respective functions of the software will grant you almost 70 per cent of the CTMS implementation success.

### **Step 3: Deadlines**

After determining each one's responsibilities it is time for timeline establishment. Deadlines might be tedious, but they are an essential component in clinical research. With the end goal of the CTMS adoption in mind, you can then set "mini goals" and "mini-deadlines" for the team involved in the project. For example, you can plan the time that your team will need to complete various activities, so that you can set deadlines accordingly. Another useful tip is to set up realistic goals and not frightening the staff members with expectations that seem unattainable.

### **Step 4: Priorities**

To set the priorities is as important as setting the deadlines. First you might want to get your team involved in training. After they get familiar with the system, it is time to start the work process with setting up the studies and then making sure that all the steps related to the study are being set and ordered by priority. It is not impossible of course to do everything at once, but not only will it cost you time for implementation, but also will you spend more money.



## **Step 5: Acknowledge the Accomplishments**

Success is achieved by completing little steps one by one. What seems to be one-time attainment is most certainly a result of a lot of work and successfully completed milestones. This is why you should acknowledge the accomplishments along the way and recognize when your team has reached important milestones in your implementation plan. Sharing the enjoyment of success with your team, will not only lift everyone's spirits, but will also motivate them to continue the good work. Even more: this will keep them excited to continue working with the new CTMS.

Our clinical trial management system, Clinicubes, offers integrated solutions for every single aspect and phase of clinical research. In its core, the software is systematized, well-built and easy-to-use. Clinicubes delivers easier way for collecting, retaining and archiving patient and scientific data. Clinical research professionals can also track deadlines, schedule visitations and monitor treatment progress. The system increases the productivity of the clinical research site and the number of successfully completed trials. It also streamlines the entire clinical trial process, making the CTMS implementation success an easily attainable goal.

### **Become our partner**

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You can find the online version of the article here: [CTMS Implementation Success: Top Five Tips to Keep You On Track](#)