

VEEVA VAULT

RELEASE RADAR

YOUR 3-STEP PLANNING TOOL FOR SMOOTHER SMARTER RELEASES

GET AHEAD OF YOUR NEXT RELEASE

Veeva Vault changes fast. Three releases a year, plus constant micro-updates, can leave teams scrambling to catch up.

Don't wait for issues to surface, use this one-page tool to:

- ✓ Spot risks before they become problems.
- ✓ Prioritise where to focus limited resources.
- ✓ Keep SOPs, training and users aligned with every release.

NEED A SECOND OPINION?

The Inform Team partners with pharma organisations to simplify release cycles with planning, training and support that reduce risk and build confidence.



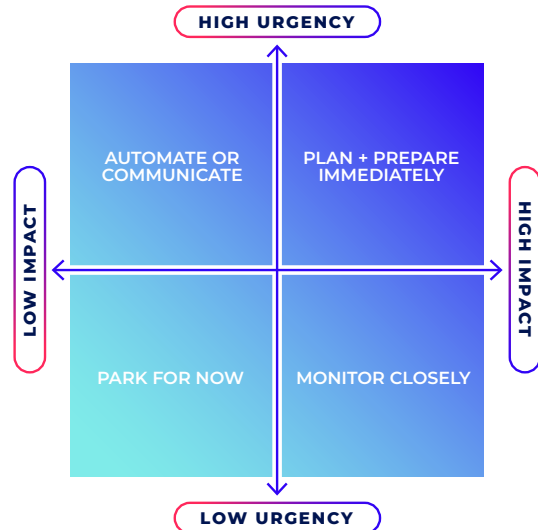
THE
INFORM
TEAM

01: MAP YOUR RELEASE RADAR

A SIMPLE GRID TO PLOT EACH RELEASE ELEMENT BY URGENCY AND IMPACT

INSTRUCTIONS:

- ✓ Place every upcoming change on the grid (draw your own as below or print out the next page).
- ✓ Focus first on the top right quadrant, that's where urgent, high-impact changes live.



02: RUN YOUR READINESS CHECK

TRACK WHERE YOU ARE IN THE RELEASE MANAGEMENT LIFECYCLE

STAGE	KEY CHECKPOINT
DISCOVERY	Reviewed system setup, SOPs and training docs.
PLANNING	Analysed release notes + user/process impact.
PREPARATION	Updated training collateral, SOPs and WIs.
DELIVERY	Scheduled comms and tailored content.
SUPPORT	Defined super-user support and escalation plan.
MEASUREMENT	Set metrics for adoption, tickets, training usage.

03: QUICK WINS + WATCHOUTS

QUICK WINS

- ✓ Repurpose past QRGs and comms templates.
- ✓ Host a 15-minute demo for super users.
- ✓ Record a short "what's new" screen share for your LMS.

WATCHOUTS

- ✓ "Auto-on" features catching users off guard.
- ✓ Outdated SOPs or WIs still in circulation.
- ✓ No central channel for questions after go-live.

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