

THE BUSINESS READINESS CHECKLIST FOR VEEVA VAULT

✓ PLANNING A VEEVA VAULT ROLLOUT?

Use this checklist to spot the gaps that could trip you up and the steps to keep your teams confident, compliant and ready from day one.

01 ARE YOUR PEOPLE READY FOR CHANGE?

We've mapped out who will be impacted and how
We've engaged champions or local influencers
Managers feel confident supporting their teams through change

TIP: People-first change works best when you start early and keep listening.

02 HAVE YOU NAILED YOUR MESSAGING?

Everyone understands why this change is happening
We've tailored messages for different teams
We're using multiple formats, not just emails or PDFs

TIP: If it's easy to ignore, it's easy to forget. Make it memorable and relevant.

03 IS YOUR TRAINING STRATEGY BUILT FOR ADOPTION?

We've matched training to real roles and tasks
People have access to learning at the point of need
We've got a plan for post-go-live reinforcement

TIP: Training should feel practical, not theoretical. Don't train people on what they won't use.

04 WILL THIS CHANGE STICK?

We have clear success measures beyond go-live
There's a plan to support people after go-live
Feedback loops are in place to refine support

TIP: Change doesn't end at launch, it embeds over time. Keep showing the value.

WANT SUPPORT?

We've helped major pharma teams drive confident adoption across Veeva Vault Clinical, Quality, and RIMs.
Let's talk about what could work for you.