

Table of Contents

1	Introduction	7
1.1	Evolution of Digital Validation.....	8
1.2	Purpose.....	9
1.3	Scope.....	10
1.4	Structure of the Guide.....	11
2	Current Scope and Advantages of Digital Validation Tools	13
2.1	Case for Quality ⇒ Case for Change.....	15
2.2	Program Governance.....	17
2.3	Effective Change Management.....	17
2.4	Process Ownership for DVT	18
2.5	State of Digital Ecosystem	18
3	Digital Validation Concepts.....	21
3.1	Digital Validation Tool – What It Is/How to Define	21
3.2	Intended Use.....	22
3.3	Data Integrity.....	23
3.4	Culture Change, Organizational Change Management, and Knowledge Management	26
3.5	Data Accessibility	29
3.6	Digital Validation Integration	31
4	Crafting a Compelling Business Case for a Digital Validation Tool.....	39
4.1	Introduction	39
4.2	Highlight the Benefits	41
4.3	Cost/Benefits/Overall Added Value Cost-Benefit Analysis	42
5	Digital Validation Tool Implementation.....	45
5.1	Introduction	45
5.2	Creating Culture for Digitalization	45
5.3	Planning and Developing Implementation Strategies	48
5.4	Stakeholder Engagement	49
5.5	Communication Channels.....	51
5.6	Project Execution	51
5.7	Digital Validation Tool Lifecycle and Fitness for Intended Use.....	52
5.8	Deployment and Integration.....	54
6	Digital Validation Tool Governance.....	57
6.1	Introduction	57
6.2	Governance Team.....	57
6.3	Governance Process	58
6.4	Performance Monitoring.....	67
6.5	Accurate and Usable Validation Records and Copies	69

7	Regulatory Considerations, Inspection Readiness, and Implementation.....	71
7.1	Standards and Guidelines.....	71
7.2	Internal Audits and Regulatory Inspection Techniques and Challenges	72
7.3	Success Stories and Unexpected Challenges of Digital Validation and Inspection Implementation	75
7.4	Future Trends and Developments.....	79
8	Appendix 1 – References	81
9	Appendix 2 – Glossary	83
9.1	Acronyms and Abbreviations	83
9.2	Definitions	85