ECTU Central Office SOP ECTU_REDCap_04: Project Level Validation

SOP number:	**ECTU_REDCap_04**
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Signature	Date
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1. PURPOSE

The purpose of this SOP is to ensure that the 'project level' features are in place as per the project specifications.

A 'project level' feature is a feature that isn't limited to a single or multiple data collection instruments but is project wide. For example, the implementation of data access groups or the creation of data download reports.

2. SCOPE

This SOP applies to all databases produced using the REDCap application within ECTU. It covers the validation of features above the instrument level of the database e.g. Data Access Groups and Reports.

3. PROCEDURE

3.1. Confirm the project level features are in place and operating as expected prior to system release.

3.2. Data Access Groups
3.2.1. If the project specification includes the implementation of data access groups then the validator must confirm that data access groups are enabled and working as expected.

3.3. Reports
3.3.1. The validator must confirm that a data report is built for each specified data collection instrument.
3.3.2. The validator must confirm that each report contains the expected dataset, both row-wise and column-wise.

4. RELEVANT DOCUMENTS

ECTU Central Office SOP ECTU_REDCap_02 Initial Specification v2.0
REDCap Project Level Quality Assurance Report template

5. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1	25th November 2015	New document
2	26th May 2016	Change to name as separate naming convention allocated for REDCap. SOP name altered in section 4