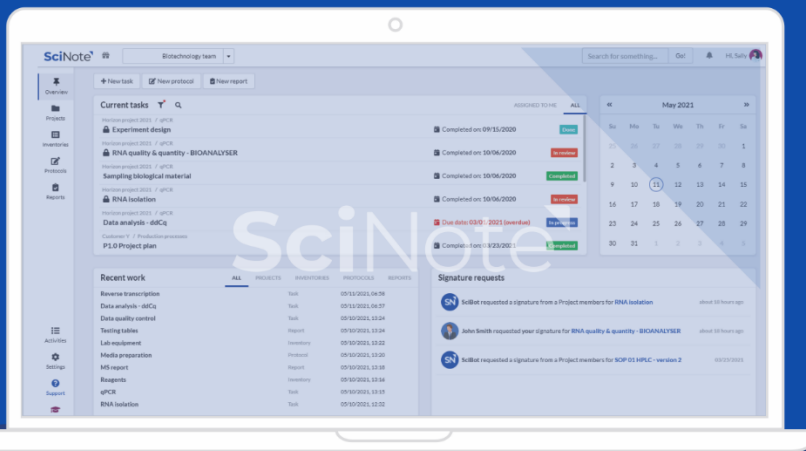


Digital Implementation checklist



There are many advantages to transforming your lab digitally. You will be connecting your lab processes through digital means, and taking advantage of the benefits lab management digital tools and platforms can offer.

Digital transformation doesn't happen overnight, and implementation takes work. Labs large and small have faced this challenge – some are able to adopt to changes and move into the digital age, while others fail with money and time wasted.

We prepared this checklist to help you avoid the three most common pitfalls we have seen when organizations try to implement digital systems in their labs:

- Pitfall 1 - Poor implementation ownership
- Pitfall 2 - Lacking organizational buy-in
- Pitfall 3 - Expecting overnight change

For more information, visit the SciNote blog post [Digitalizing your lab? 3 pitfalls to avoid in your implementation.](#)

Pro-tip #1 Have a detailed execution plan to avoid poor implementation ownership

Make sure the person leading the change takes full ownership, and understands the scope and responsibilities involved with the implementation

- Who is responsible for leading the project? What happens if this person leaves?
- Is the project leader committed to the change? Are there (financial?) incentives for the additional responsibility?
- Is the person directly involved in the project? Does the person understand how the change will affect existing processes and personnel?
- What are the key performance indicators (KPIs) that are relevant in the process? Are the objectives for the digital implementation clear?
- What is the timeline for the project? Is the timeline realistic?

Pro-tip #2 Have inclusive communication to ensure organizational buy-in

Empower the end users and turn them into the biggest driving force behind your digital implementation.

- Are you engaging those whose work will be affected by the change early on?
- Do stakeholders (especially end users) understand why the change is necessary or beneficial to the organization?
- Are users involved in testing and providing feedback?
- Consider using a forum, discussion, survey, or focus group

Pro-tip #3 Don't expect overnight change – tackle implementation in “bite-size chunks”

- Identify opportunities to break the implementation into smaller projects or tasks
- Look at the data flow and identify where the bottlenecks are for adopting the digital tool; tackle these bottlenecks first
- Keep the timeline reasonable; incorporate room for trouble-shooting, discussion, or customization
- Don't rush to import all historical data at once!

Pro-tip #4 Find partners, not vendors

A good service provider like SciNote can be your partner on the digitalization journey, and guide you through all the obstacles and challenges you might face in your digital implementation process.

- Are the service providers responsive? Do they provide timely services?
- Do they understand your needs? Will they customize their support?
- Do they provide a thoughtful onboarding experience?

SciNote is an electronic lab notebook (and more!) solution trusted by the FDA, NIH & 90k+ scientists in 100+ countries.

If you want to know more about ELNs and how to transition to a digital lab notebook, [contact us](#), and a SciNote specialist will be able to answer your questions.



[Schedule a Q&A session](#)

Read [testimonials](#) from academia and industry on how they are using SciNote to save time and improve efficiency in the lab.