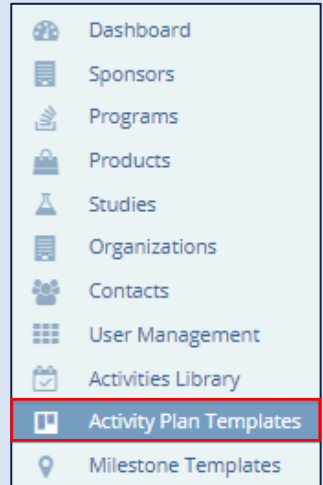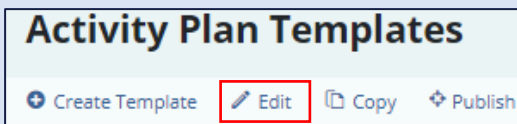**APPLICABLE TO:**

- ● Company Administrator
- ○ Study Manager
- ○ CRA
- ● CTMS

1. Log into the CTMS and click on **Activity Plan Templates** from the menu on the left.

2. Select a **Draft** Activity Plan, then click **Edit**.

Note: Only draft templates may be edited. Once a template is published, it will need to be retired and a new, updated copy will have to be created.

3. Make necessary edits to **General Info** and or **Associated Activities** and click **Save** when finished.