

Initiate

Scope Project

- Gather facts: what are the claims / defenses?
- Define goal and parameters, establish metrics
- Set guidelines and protocols based on laws/regulations and risk tolerance
- Develop playbooks, model agreements, fallback provisions, and escalation procedures
- Validate request and determine deadlines

Identify Data

Define custodians and data sources

Tech's Role

- Tracks document counts and tags files
- Automates redactions to protect personally identifiable information (PII) and adhere to privacy regulations
- Helps with quality control by identifying errors or inconsistent coding, standardizing production rules, etc.

Collect Data

Gather data from identified sources

Tech's Role

- Pulls data from sources into a platform for processing
- Reduces collection of ROT data by excluding non-relevant documents by using date filters, export rules to filter junk / system files, etc.

Process Data

Load and process collected data

Tech's Role

- Quickly manages large data volumes
- Eliminates manual workflows and reduces human error
- Reduces hosting of ROT data through de-duplication, de-NISTing, etc.

Investigate

Search

Run searches to find pertinent data

Tech's Role

- Locates material related to the legal issue
- Finds hot documents or information early in the process
- Reduces review volume / ROT data through threading, de-duplication, search terms, TAR, etc.

Evaluate Results

Review search results and cull data

Tech's Role

Culls the data population

Analyze Data

Examine data to find relevant information, privileged information, personal information, patterns, and insights

Tech's Role

Provides explanations and citations to help validate output

Apply Strategic Decision-Making

Determine the data that will be produced

Implement

Synthesize and Redact

- Conduct defensible quality control of the data set
- Ready the data set for production according to requirements (redaction, etc.)

Tech's Role

- Tracks document counts and tags files
- Automates redactions to protect personally identifiable information (PII) and adhere to privacy regulations
- Helps with quality control by identifying errors or inconsistent coding, standardizing production rules, etc.

Generate Output

Run production to create required output

Tech's Role

- Pulls data from sources into a platform for processing
- Reduces collection of ROT data by excluding non-relevant documents by using date filters, export rules to filter junk / system files, etc.

Produce

Deliver required output