

## Initiate

### Scope Project

- Acknowledge and circulate to stakeholders
- Validate request against requirements for regulatory agency
- Develop a timeline and determine if extension is an option depending on the regulatory agency
- Negotiate scope and deadline, if possible

### Identify Data

- Conduct interviews with relevant custodians
- Define data sources, custodians, and specific criteria

#### Tech's Role

Must apply criteria based on available functionality in source data

### Collect Data

Gather data from identified sources

#### Tech's Role

Pulls data from sources into a platform for processing, using early criteria methods to target data identified

### Process Data

Load and process collected data

#### Tech's Role

- Quickly manages large data volumes and application of standard processing configurations
- Eliminates manual workflows and reduces human error

### Develop Review Protocol

Draft review protocol, process, and staff review based on volume and deadlines

## Investigate

### Search

Run searches with initial criteria to find and highlight pertinent data

#### Tech's Role

- Locates material related to the legal issue
- Finds hot documents or information early in the process

### Evaluate Results

Review search results and further cull and review data

#### Tech's Role

Allows for consistency across reviewers

### Analyze Results

Examine data to find relevant information, patterns, and insights

#### Tech's Role

Enables reporting on data being analyzed

### 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, tags files, and excludes privileged data
- Automates redactions to protect personally identifiable information (PII) and adhere to privacy regulations

### Generate Output

Run production to create required output

#### Tech's Role

Creates output in usable, secure forms for all parties

### Produce

Deliver required output

#### Tech's Role

Exports / migrates data