

PROJECT MANAGEMENT

EXPERIENCED. RESPONSIVE. QUALITY FOCUSED.

Our project management approach combines extensive project planning, a solid understanding of the technology required for a project, and an unwavering commitment to quality, while effectively managing project costs. We have a blend of legal, technology, and data management experts to guide you through every phase of your project. In addition, our proprietary case management tool, Insight, provides our clients with direct access to all project related information, keeping you consistently informed and delivering full transparency.



OUR PRINCIPLES

Our project management fundamental principles:

- Exceptional client experience
- High quality deliverables
- Defined project expectations
- Designated responsibilities and accountability
- Comprehensive and transparent communication

PROCESS DRIVEN

Each of the project phases (initiate, plan, execute, close) requires information gathering, risk assessment, communications, resource management, and performance of project tasks. Project templates and checklists are used throughout to ensure consistency, completeness, and quality assurance. Our goal is to keep as many aspects of the project repeatable, while understanding that each project requires a level of flexibility to address unique needs.

OUR PEOPLE & EXPERIENCE

Our team of highly experienced eDiscovery specialists—lawyers, paralegals, subject matter experts, and IT professionals—will guide and advise you through every phase of your project. We have extensive experience managing large and highly complex cases, including cases with hundreds of reviewers worldwide, mixtures of unstructured and structured data, custom review approaches and workflows, multi-level security considerations, and custom production specifications.

A FOCUS ON COMMUNICATION

Case kickoff meetings, detailed workflow planning, a dedicated team email address, and our client portal help ensure streamlined communication and execution, from the initial phase through project closeout. With our team approach, you can be assured that all team members are aware of the intricacies of your project and no critical information is ever missed. We provide prompt response to client inquiries during business and off-business hours.

CASE MANAGEMENT TOOL - INSIGHT

We utilize Insight, our proprietary web-based collaborative tool for project management. It serves as a communication dashboard for your entire case, providing direct access to project status, project communications, task management, reporting, and billing information. Insight improves the efficiency of the workflow and overall communication. This time-saving tool is provided to our clients at no cost.

OUR COMMITMENT

- Exceed client expectations
- Meet time, budget, and scope expectations
- Identify, analyze, and mitigate risks
- Coordinate interrelated processes of the project
- Promote effective communication

