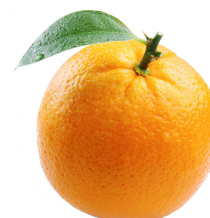


OrangeLT™ | eDiscovery Project Management Overview

Proven Project Management | A Balance of People and Process

Proven and professional Project Management services can help you understand, manage, and set proper expectations for all project stakeholders throughout the entire eDiscovery process. With an experienced team of legal and technology consultants dedicated to your specific matters, Orange Legal Technologies has proven expertise in managing eDiscovery projects for some of the world's most well known corporations and law firms. Having served over 500 clients since inception, and with over 100 clients leveraging the advanced technology of the OneO® Discovery Platform, our balance of people and process, delivered by a team composed of former corporate and law firm litigation support professionals, ensures our clients have the ability to understand and act on electronically stored information at all phases of a project. The entire process is coordinated with a dedicated and always available point of contact.



People | A Combination of Expertise, Experience and Access

OrangeLT Project Teams consist of a combination of legal, technology and project management experts organized to provide the most effective support possible. We provide clients with the following project management support services :

- A dedicated Project Manager Team Leader to serve as a single point of contact for each matter.
- Project Manager Team Members that are eDiscovery subject matter experts in their respective legal, technology, and business fields.
- 24x7x365 Project Manager access to allow for immediate support for time-sensitive requirements.
- Comprehensive administrator and user training on the OneO Discovery Platform to maximize client self-serve capability.

Process | A Structured, Measurable and Repeatable Approach

Organized to support a matter from initial vendor selection discussions through document production, Orange Legal Technologies leverages the following five phase project management process to ensure our clients benefit from a structured and repeatable approach to project management:

- Phase 1 - Scoping
- Phase 2 - Detailed Planning
- Phase 3 - Initiation
- Phase 4 - Execution
- Phase 5 - Closeout

These phases, developed in conformance with the EDRM Project Management Framework¹ and modified based on real world experience, serve as the basis for both the practical execution of eDiscovery tasks and the tactical management of administrative requirements ranging from acceptance planning to budget management.

¹ The Electronic Discovery Reference Model, Project Management Planning Guide (Creative Commons Attribution 3.0 License), edrm.net.



OrangeLT™ | eDiscovery Project Management Overview

A Phased Approach to Project Management

Phase 1 – The **Scoping Phase** lays the foundation for project success by aligning all teams to a common vision and goals. By defining the project scope and providing an overview of the context and constraints, this phase lays the foundation for project planning in the following phases. This phase is initiated by clients, managed by Orange Legal Technologies and culminates in the delivery of an initial project proposal which is used as the baseline for discussions during the detailed planning phase.

Phase 2 - The **Detailed Planning Phase** provides project stakeholders an opportunity to discuss and develop a comprehensive project plan for how the eDiscovery project will be executed. This comprehensive project plan takes into consideration client requirements as viewed through the lens of client resources, outside counsel requirements, opposing counsel considerations and OrangeLT support, including but not limited to the following areas:

[Communications Plan](#) | [Workflow Plan](#) | [Project Specifications](#) | [Quality Control and Assurance Plan](#)
[Project Schedule \(Timeline and Milestones\)](#) | [Data Acceptance and Distribution Plan](#)
[Security and Data Disposition Plan](#) | [Project Closeout Plan](#)

During the Detailed Planning Phase, a dedicated OrangeLT Project Manager will be assigned to translate client considerations into practical steps for detailed, actionable, and measurable evaluation of both the plan and plan execution. This phase culminates in the development and delivery of a detailed statement of work which is used as the formal guiding document for follow-on phase activities.

Phase 3 - During the **Initiation Phase**, project plans developed as part of detailed planning activities are established, tested and validated to ensure programmatic and predictable execution of eDiscovery activities during follow-on project phases. Key deliverables during this phase include:

[Technology Set Up](#) | [Workflow Testing](#) | [Data Ingestion Verification](#) | [Client User Training](#) | [Report Establishment](#)

Phase 4 - The **Execution Phase** is focused on the translation of plans into action through the monitoring and managing of timelines, quality, performance, risk and budget. During this phase your dedicated Project Manager will ensure appointed points of contact are regularly apprised of project developments and adjustments to ensure alignment of expectations among all project stakeholders.

Phase 5 - The **Closeout Phase** is designed to ensure that all project closeout plan requirements are completed including proper disposition of data, understanding of metrics and documentation of project lessons learned. During this phase, project stakeholders, under the leadership of their OrangeLT Project Management Team, are marshaled through key closeout activities to include:

[Data Archival and/or Disposal](#) | [Performance Metrics Review](#) | [Project Summary](#) | [Follow On Opportunity Discussion](#)

The closeout phase ends active project management and serves as the formal project end point.

OrangeLT offers a complete suite of electronic discovery services, including collection, analysis, processing, review and production of digital and paper-based information. To learn more about how Orange Legal Technologies can assist or augment your eDiscovery capabilities today, contact us at info@orangelt.com or 1-801-328-4566 for an introductory briefing and demo of our services.



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