10 SIGNS YOUR TEAM MAY NEED ANALYTICS

ANALYTICS – NO MATTER THE PROJECT SIZE

E-discovery projects can vary in size, scope and importance. Some projects can be small – involving a single custodian and manageable amount of data – while others can quickly grow into projects which require the review of tens of thousands (or more) documents in short time frames, with little margin for error. This constant shift in project size, complexity, and priority can be enough to frustrate even the most experienced legal team.

Always faced with many unknowns at the start of each project, legal teams need to think more strategically about their document review projects. Instead of rushing to tactics – slicing up documents and force feeding the review pipeline with random assignments – legal teams can now embrace the comprehensiveness and power of software analytics to more intelligently design their document review workflows. With the ability to peer into any sized data set and develop critical understanding about the contents analytics gives your team the information it needs to make the best decisions around case strategy and how to best design document reviews which will result in favorable outcomes for your team.

The right analytics software can help any sized team for any sized project. While the power of analytics might be most apparent in larger matters – where teams can struggle with the sheer scale of the document review challenge and the benefits of concept clustering and custodial data analysis are obvious – they can be equally powerful when dealing with a single assignment of as few as 1000 documents. Here, social networks, timelines, and term frequencies can point teams to critical documents with both speed and confidence.

Simply put, if speed, quality, consistency and defensibility are important to your team – you should evaluate how to bring analytics into your e-discovery workflow

Review the statements below. If you and your team can answer yes to any of these – Analytics could be an important addition to your e-discovery workflow.

Our team is looking to improve our e-discovery process and workflows in the following ways. We'd like to:

- ☐ **Review less irrelevant documents**
- ☐ **Review relevant documents faster**
- ☐ **See greater consistency in coding decisions across similar documents**
- ☐ **Have greater visibility into our review teams progress**
- ☐ **See statistics early in the case to help us decide the best workflow for our review**
- ☐ **Evaluate the relevance of keywords more quickly**
- ☐ **Quickly narrow the review of documents to certain date ranges**
- ☐ **Benefit from real time reporting across a wide variety of metrics**
- ☐ **Create better assignments for our subject matter experts, so they can focus on what they know best**
- ☐ **Improve the quality of our QA review**