

10 WAYS TO START USING ANALYTICS TODAY

Analytics have a place in all document review tasks – not just the big projects. Whether performing initial case assessment on a single custodian or evaluating a million documents for the first time, Analytics can provide you with critical insight and confidence as you move to the next stage in your process. Here we examine a few of the more notable applications for Analytics, and how your team can benefit from their use.

Your team needs to perform...	Analytics can...	Which is beneficial because...
EARLY CASE ASSESSMENT	Validate the accuracy of keywords, identify key custodians, and isolate greatest times of critical activity associated with any sized matter	It provides your team with a better understanding of the contents of the data and can give early indicators of a company's risk or exposure.
MEET AND CONFER KEYWORD TERM ANALYSIS	Quickly review, sort, filter all terms against dates and custodians; Analyze relationships between coding decisions and keywords	Irrelevant or inaccurate keywords can dramatically increase the scope of preservation, collection, processing and review activities. Analysis of these keywords can be used to eliminate or constrain terms which can add unnecessary costs to the review phase.
ADVANCED CULLING	Quickly and dramatically reduce collection and review volumes with confidence	By eliminating duplicates, near duplicates and the clearly irrelevant up front, legal teams can reduce the number of documents to reviewed and focus their review team's attention upon the documents which are relevant in the matter.
CUSTODIAL DATA ANALYSIS	Compare custodians across date ranges to confirm preservation requirements quickly Quickly determine the entire collection to assess if there are gaps in the custodial collection population	By constraining the date ranges to the most relevant times of activity, you can potentially eliminate unnecessary custodians – reducing the complexity, cost, and review of custodian data.
HIGH SPEED REVIEW	Power through any size document set using Concept Mapper to prioritize critical or "hot" documents and Document Mapper to code similar documents simultaneously	Document collections need not be reviewed in a completely "linear" fashion. By quickly identifying the hot documents and getting them to Subject Matter Experts, legal teams can both move quickly on the critical data set, but also thoroughly through the "potentially relevant" documents.

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NEEDLE IN THE HAYSTACK REVIEW	Use key documents to “seed” clusters – find other relevant documents quickly	Keywords and concepts found in “key” documents can be leveraged to automatically find document which contain the same relevant terms.
HIGH SPEED 100% VISUAL QC	Discover and review inconsistent coding decisions quickly with Document Mapper	Coding consistency is a key metric for a well run review – and coding inconsistency can create problems for the review team. Visual overlays of coding decisions provide very rapid graphical indicators of decisions which are in opposition of each other.
INCREASED CONSISTENCY OF PRIVILEGED REVIEW	Review privileged documents in clusters, streamlining redaction and complex privilege log coding significantly	Redaction and production requirements can be more easily met if documents which need specific notes or redaction types can be done at the same time.
REVIEWS ORGANIZED BY SUBJECT MATTER	Cluster documents based on concepts, route “like” documents to subject matter experts	Review is both more effective and more efficient as Subject Matter Experts can quickly determine the relevance and importance of nuanced documents containing either IP or critical business data.
MULTI-DISTRICT LITIGATION	Effortlessly manage workgroups and complex workflows across time and location boundaries providing leading edge analysis and review tools to geographically dispersed teams	Analysis can be performed at a central location by a single team and the resulting findings and assignments can be distributed to teams in other locations. In this way, a central strategy can be adhered to, while taking advantage of efforts and throughput of distributed review teams.

FOR MORE INFORMATION ABOUT FTI

 www.ftitechnology.com
 ftitechsales@fticonsulting.com
 North America +1 (800) 959-8001 or +1 (206) 373 6565
 Europe +44 (0)20 3077 0500
 Australia +61(2) 8216 0814