E-Discovery and The Cloud: A Checklist for Success

The following checklist summarizes many of the key considerations and insights needed to weigh the new responsibilities and opportunities available with cloud applications.

SIGNS YOU COULD BENEFIT FROM CLOUD E-DISCOVERY

- [ ] You want a better return on e-discovery investments.
- [ ] You are looking for a more consistent way to manage all of your e-discovery projects.
- [ ] Your technology is a key competitive differentiator for your business.
- [ ] Your team is challenged by the scale of some of your larger projects.
- [ ] You want to focus more on the value that your software delivers and less on the infrastructure.

GETTING STARTED

- [ ] Make sure you are aligned with the goals of the business.
- [ ] Assemble a team and evaluate options.
- [ ] Actively involve your stakeholders, including attorneys, technology staff, and clients.
- [ ] Document and define areas of potential cost savings.
- [ ] Look beyond your current model to recognize new opportunities for revenue.
- [ ] Evaluate the e-discovery platform first and the cloud options second.
- [ ] Benchmark your existing e-discovery processes including data upload, processing, review and export.
- [ ] Learn the differences between public and private clouds (NIST definitions).
- [ ] Assess potential - and realistic - risks associated with security, data privacy and data loss prevention.

KEYS TO SUCCESS

- [ ] Have a vision but prepare to be flexible.
- [ ] Develop an implementation plan – including an internal communication strategy.
- [ ] Leverage the success of other SaaS solutions in your organization to lessen resistance.
- [ ] Educate all stakeholders and give them some ownership.
- [ ] Run a pilot on a small project before moving to larger, mission critical matters.
- [ ] Understand you are still the ultimate custodian of all ESI.
- [ ] Master the technical details of the solution including uptime, security and backups.
- [ ] Plan for seamless transitions to the new solution; but expect bumps.
- [ ] User experience drives adoption. Don't sacrifice software quality and functionality for the sake of cost.

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in the cloud, visit www.ftitechnology.com/SaaS.