

Fundamentals of Electronic Discovery - Fact Sheet

For those enterprises that do not have a proactive e-discovery strategy in place, getting hit with a lawsuit or regulatory action means a costly search for information needles in very large haystacks. This AIIM Essentials course, developed by CMS Watch, Fundamentals of Electronic Discovery lays out the proper ways to build a successful e-discovery process, and offers advice on which key technical considerations to evaluate when selecting an e-discovery tool.

Instructor: Jarrod Gingras: Analyst, CMS Watch

Length: 5 modules, 3 hours

Cost: \$395

Outline

Modules included in this course:

- Introduction to E-Discovery
- E-Discovery Process: Gather
- E-Discovery Process: Filter
- E-Discovery Process: Deliver
- Marketplace and Trends

Who should take this course

- **Corporate legal counsel** -- to understand the technical and logistical considerations at each phase of the E-Discovery process
- **Other legal professionals** -- to better understand the promise and pitfalls of E-Discovery technology, as well as the state of relevant technical standards
- **Records and information managers** – to understand the fundamentals of E-Discovery to better contribute to enterprise decision-making in this area
- **E-Discovery system project managers, architects, and developers** -- to understand what you're about to get into
- **E-Discovery product selection team members** -- to level-set understanding, expectations, and terminology among the team
- **Enterprise architects and IT managers** -- to better guide business colleagues about choices and impacts
- **Business analysts** -- to learn what requirements need to be gathered
- **Consultants** -- to understand how E-Discovery technologies work and provide more value to clients
- **Academic researchers** – to level-set understanding and best-practices around key E-Discovery concepts
- **Anyone** considering implementing or replacing an E-Discovery system

What's *not* covered

- Specific technical how-to's
- Detailed evaluations of specific products
- How to build your own E-Discovery platform

Learning Objectives:

Module 1: Introduction to E-Discovery

- Understand what Electronic Discovery is and identify appropriate scenarios in which it should be used
- Identify 3 main drivers of E-Discovery
- Recognize the various standards that guide E-Discovery efforts
- Identify the different aspects required to put together an Electronic Discovery Management Process

Module 2: E-Discovery Process: Gather

- Understand the key steps to take when faced with the potential of an e-discovery effort
- Learn the steps necessary to identify where to look for relevant information
- Grasp the role search plays in the gathering phase of the e-discovery process
- Recognize how metadata is a critical consideration in the e-discovery process

Module 3: E-Discovery Process: Filter

- Ascertain the steps needed to filter through massive amounts of information to find relevant information
- Identify the types of reporting you can do to track your filtering efforts
- Understand some advanced capabilities of search systems that can aid in filtering through information
- Appreciate the importance of having a classification system to aid the culling process
- Understand key security considerations needed to protect relevant data

Module 4: E-Discovery Process: Deliver

- Understand the final piece of the E-Discovery process
- Identify the evidence delivery options available and the pros and cons of each
- Recognize the Case Management capabilities of some E-Discovery tools
- Understand the role that Enterprise Information Management technologies and procedures play in supporting E-Discovery implementation efforts
- Appreciate the importance of implementing proper information management policies within your enterprise in order to stay prepared for e-discovery situations

Module 5: Marketplace and Trends

- Understand some best practices when selecting enterprise software
- Avoid some common pitfalls when adopting e-discovery technology
- Recognize some of the major technology vendors and products across several areas of e-discovery software
- Identify some key trends emerging in the e-discovery technology marketplace