



Project Management

Background

Over the past 25 years, TechLaw Solution's accomplished Project Managers have successfully delivered thousands of projects for our clients. TechLaw's Project Managers have an average of 12 years of litigation support experience with skills that include:

- › In-depth understanding of the litigation life cycle.
- › Extensive technical knowledge to support eDiscovery, hard copy processing, hosting, review and production.
- › Exceptional communications skills.

Commitment to Quality

Our Project Managers are focused on the importance of high quality, on-time services that meet demanding litigation schedules and the importance of keeping clients informed on every aspect of a project. They are mindful to eliminate the frustrations that can cause client dissatisfaction, such as phone calls not promptly returned, scheduling delays not immediately conveyed, and improperly formatted data requiring further client manipulation.

No matter how much planning goes into a project, the one thing that can be expected is the unexpected. TechLaw Solutions Project Managers work closely with clients to make appropriate adjustments to the project plan to ensure all goals and objectives are met.

As the central point of contact, all projects are assigned a Project Manager for the duration of the engagement. When appropriate, multiple projects with the same client are assigned to the same Project Manager.

Key Responsibilities

- › Consult with the client to suggest methods to improve the quality of the work or reduce associated time and costs.
- › Plan the project and work with the client on milestones from inception to completion.
- › Provide accurate and timely communications and status reports on the progress of the work being performed.
- › Serve as the central point of daily contact between TechLaw Solutions and the client.
- › Work with operations to allocate resources, management and capacity to accommodate project schedules.

- › Assure the quality of all deliverables are within client specifications.
- › Monitor the financial aspects of the project.

TechLaw Solutions Project Managers believe the most crucial keys for a successful project are proper project planning and effective communication. Communication lines are established to provide the shortest line of unfettered contact should any issues or concerns arise. As part of the project kick-off meeting, detailed scope of work documentation is prepared, including data and format specifications that require client approval prior to implementation. Project specifications are continuously updated in writing if changes are made or the client requests project modifications.

Summary

TechLaw Solutions provides a complete spectrum of services that assist our clients to organize, manage, review and produce electronically stored information and hard copy documents, including an on-line review tool powered by CaseLogistix. By constantly improving on our people, processes and procedures, TechLaw Solutions empowers Project Managers with every possible tool to execute and deliver, meeting the aggressive deadlines and challenges faced with litigation support projects. Having the foundation of proven technology and methodology under seasoned project management leadership is a significant advantage gained when partnering with TechLaw Solutions.