



### Project Management

No one likes troublesome surprises. Chances are you have worked on e-Discovery projects that exceeded either budget or time constraints. Cost increases, sanctions, and frustration are often the result. The way to deliver e-Discovery services on time and on budget is through committed project management utilizing strong workflow principles, quality control, and exceptional communication.

Since 1983, TechLaw Solutions' accomplished professionals have successfully delivered thousands of projects on time and within budget. With an average of more than 12 years of litigation support experience, TechLaw Solutions consultants have the experience you can rely on:

- > In-depth understanding of the litigation life cycle
- > Extensive technical knowledge to support e-Discovery, hard-copy processing, hosting, review, and production
- > Exceptional communication skills

### Committed to Delivering the Quality You Demand

TechLaw Solutions consultants deliver quality, on-time services that meet stringent litigation schedules while keeping you informed of every aspect of your project. They are ever mindful of eliminating the frustrations that can cause dissatisfaction, including unreturned phone calls, scheduling delays not immediately conveyed, and improperly formatted data requiring additional work on your part.

No matter how much planning goes into a project, the one thing you can expect is the unexpected. TechLaw Solutions consultants work closely with you to make the appropriate adjustments to your project plan to minimize surprises and ensure that your goals and objectives are met.

TechLaw Solutions assigns a Project Manager as your central point of contact for the duration of each engagement. When appropriate, all of your projects are assigned to the same Project Manager for continuity.

### Your Project Manager:

- > Consults with you, suggesting methods to improve the quality of the work and/or reduce associated time and costs
- > Plans the project and works with you to develop appropriate milestones from inception to completion
- > Provides accurate and timely communications and status reports on the progress of the work being performed
- > Serves as the central point of daily contact between you and TechLaw Solutions

- > Allocates resources and manages capacity to accommodate your project schedules
- > Assures the quality of all deliverables are within your specifications
- > Monitors the financial aspects of your project

### Timely Communication Ensures Satisfaction

TechLaw Solutions Project Managers understand that two of the most crucial keys to success are proper project planning and effective communication. From the very beginning, communication is established providing direct contact. During a project initiation meeting, a detailed scope of work documentation is prepared, including data and format specifications that require your approval prior to implementation. Written documentation of all changes are recorded and confirmed with you, in writing, when project modifications are requested, eliminating confusion and additional expense.

### Summary

TechLaw Solutions delivers a complete spectrum of services that assist you in organizing, managing, reviewing, and producing electronically stored information and hard copy documents. By constantly educating our professionals, and improving processes and procedures, TechLaw Solutions empowers Project Managers with every possible tool to meet the aggressive deadlines and challenges you face with your litigation support projects. ○

