IS-A-TASK™

Corporate

eDiscovery Legal Project Management

One Portal to Manage Enterprise eDiscovery Projects

Corporate Legal Departments continue to face challenges with managing eDiscovery across internal and external teams. The growing complexity stems from a multitude of technology, diverse processes and the growing rise of data.

Managing the organizations risk and legal obligations continues to be and issue because of rising case loads and fast evolving legal and compliance requirements worldwide.

IS-A-TASK is an enterprise legal project management application designed to help standardize an internal eDiscovery process plan. IS-A-TASK brings people, process and technology together for a complete integrated approach to managing eDiscovery.

IS-A-TASK's capabilities includes highly configurable workflows, comprehensive capture and tracking of project details and source inventory management that is sufficient for chain of custody and defensibility requirements. It also offers ease of integration that effortlessly accommodates the demands of today's hybrid work environment where in-person and remote collaboration increasingly coexist

Over all, the platform functions as a "one-stop shop," empowering corporations to seamlessly oversee and monitor all projects and activities. It facilitates the storage and retrieval of historical information and report generation, including insightful year-over-year comparisons. This fosters growth, protection, and maintenance of institutional knowledge.

The IS-A-TASK solution offers exceptional value and flexibility with a choice of cloud or on-premise installation, integration opportunities, and a mature project management feature set shaped by Inovitech's 12 plus years of market and client experience.

How IS-A-TASK Can Help

Centralized Project Management

Consolidate and manage eDiscovery investigation projects in a secure centralized application allowing for a tighter collaboration between case managers and internal/ external teams performing the work.

Scope Management and Collaboration

Foster collaboration across all project stakeholders with full transparency including external teams who are performing the work.

Seamless Adoption

Corporations can transition from a variety of current tools used to manage eDiscovery projects to one comprehensive, integrated, and secure enterprise solution.

Chain of Custody Management

Ensure chain of custody and defensibility for all types of witnesses and media sources to allow for a complete audit trail of project activity.

Cost Containment

Maintain cost control across all case activity with a highly configurable system designed to streamline workflow, create repeatable processes and deliver more accurate and on-time projects.

Minimized Risk

Having an enterprise solution where all project stakeholders can come together and collaborate with structured workflows and full transparency helps organizations increase efficiency.

Maximized Control

With a comprehensive set of permissions that are highly configurable, managing the delegation of work across internal and external teams increases work productivity.

Informed Decision Making

Maintaining a central solution for all case activity provides real-time reporting on active cases. This helps users with on-the-fly decision making, and it benefits the retrieval of historical information that can be used on future cases.

User Friendly

With an intuitive interface that is highly configurable with Accessibility options allows each user to customize their own navigational experience.
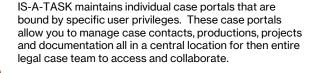
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Example Corporate Workflow

Case Initiation

IS-A-TASK maintains individual case portals that are bound by specific user privileges. These case portals allow you to manage case contacts, productions, projects and documentation all in a central location for then entire legal case team to access and collaborate.

Reporting

Case Managers can report on what witness sources were processed; how much was processed and what was produced. They can pull reports on the activity of each task and the overall progression of the project. Team level service level agreements can be created and managed through IS-A-TASK, holding teams accountable to increase productivity and reduce overall project spend.

Discovery Phase

During the Discovery Phase of a legal case, witnesses are identified and documents are requested. IS-A-TASK can catalog all identified witnesses and their source location. Tracking this information in an organized central location provides a chain of custody when having to perform all downstream eDiscovery processes.

Time Tracking

Legal Case Teams working within IS-A-TASK can track time working on various billable or non-billable tasks. Time entry can be performed at the task or case level.

Request Initiation

Case Managers receive a request from an attorney via email to IS-A-TASK's Request module. From the Case Portal, the Case Manager creates a project by selecting a predefined workflow template, fill out all project instruction details, attaches the related source information and submits the project to the Operation Team. Workflow templates allow for a streamlined repeatable process to ensure more accurate on-time deliverables.

Work Execution

IS-A-TASK maintains individual internal or external team portals that are bound by specific user privileges. These team portals allow you to assign tasks, perform the required work, track progress, add comments and record any post statistical information regarding the tasks prior to completion.

About Inovitech

Inovitech is a woman-owned company founded in 2011 by industry veteran and innovator Debra Rozier. The company specializes in building cloud-computing business applications for legal professionals. Its marque platform, IS-A-TASK, is a legal project management application initially launched in 2014 after two years of intensive development. Inovitech recently celebrated its 9th major release of IS-A-TASK in March 2023. Headquartered in Washington, DC, the company serves a mix of corporate, law firm, eDiscovery service providers and government clients, including the U.S. Securities and Exchange Commission. Inovitech's founder, Rozier, was recently named one of the "50 Women to Watch" by Corporate Counsel Business Journal.

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