Government

eDiscovery Legal Project Management

One Portal to Manage Enterprise eDiscovery Projects

Increasingly government agencies are supporting more complex eDiscovery investigations across the legal landscape. Their expertise is to manage investigative requests like eDiscovery productions, administrative hearings, litigation, and public or government agency record requests. Government agencies are constantly trying to juggle sifting through volumes of information while maintaining cost control due to limited budgets.

IS-A-TASK is an enterprise legal project management application designed to help government agencies manage and organize investigative work in an efficient and defensible manner.

Attorneys, agency staff and eDiscovery vendors can all collaborate in a secure central portal that is highly configurable to meet the individual needs of the government organization. Based on the volume of information that government agencies are handling, structured workflows are designed to create repeatable processes ensuring more accurate and on-time deliverables.

IS-A-TASK's capabilities include comprehensive capture and tracking of records, project details and source inventory management that is sufficient for chain of custody and defensibility requirements.

The platform serves as a "one stop shop" to effortlessly accommodate the demands of today's agency hybrid work environment where in-person and remote collaboration increasingly coexist.

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.

Inovitech is an SBA certified woman-owned small business:

SBA U.S. Small Business Administration
WOSB CERTIFIED

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

Government agencies 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 Government Workflow

Reporting

eDiscovery Teams can report on what witness sources where 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.

Investigation Phase

IS-A-TASK maintains individual investigation case portals that are bound by specific user privileges. During a government investigation, witnesses are identified, productions are managed, records are requested, and documents are reviewed by attorneys for relevancy.

Source Management

During a case investigation eDiscovery teams take on requests that include the receipt of productions, source media, record requests or litigation activity that needs a step through workflow process. With IS-A-TASK's Source module, each type of source can be tracked and added to downstream project activity in an organized and secure chain of custody and defensible process.

Work Execution

IS-A-TASK maintains individual 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 task prior to completion.

Request Initiation

The eDiscovery team, attorneys or agency staff members submits a request to IS-A-TASK. From IS-A-TASK's case portal, they create 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.

Records Management

Within the Source's module check in/out process, eDiscovery teams can work closely with internal records departments to maintain chain of custody. Attorneys can make requests directly within IS-A-TASK to the Records Department. This fosters cross team collaboration and management of all recorded transactions.

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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