IS-A-TASK™

Service Provider

eDiscovery Legal Project Management

One Portal to Manage Enterprise eDiscovery Projects

Increasingly service providers are supporting more complex eDiscovery projects across the legal landscape. Their aim is to aid in the processing, preparation, and production of electronically stored information during the discovery phase of a legal case. Service providers help Legal Departments by offering services that streamline processing workflows, assist with cost predictability and help avoid risk in project scope.

IS-A-TASK is an enterprise legal project management application designed to help service providers manage tasks organized at the case level similar to how Legal Departments are organized. This provides a seamless approach to how work is transmitted, performed and delivered between the organizations.

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.

Over all, the platform functions as a "one-stop shop," empowering service providers 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 SaaS 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

Service Providers 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 Service Provider Workflow

Reporting

Project Managers 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.

Billing, Invoicing & Time Tracking

IS-A-TASK offers integrated billing, invoicing and time tracking. Manage Client or Case preferred pricelists to generate invoices in real-time or scheduled for on-demand budget reviews.

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.

CRM

IS-A-TASK's integrated CRM (Customer Relationship Management) portal serves as a hub for collecting and managing information about potential prospects through out the sales cycle. This integrated approach allows you to easily promote a prospect to a client where all upstream interactions and downstream project activity can be tracked.

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.

Source Management

Service Providers receive project requests containing data that appears on a variety of media streams. With IS-A-TASK's Source module, each type of media stream can be cataloged and associated with downstream project activity in an organized and secure chain of custody and defensible process.

Request Initiation

Case Managers receive a request from an attorney via email to IS-A-TASK's Request module. From IS-A-TASK's 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.

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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