BAKER DONELSON

LEGAL TECHNOLOGY PROCESS MAP

THIS PROCESS MAP IS INTENDED TO GUIDE YOU THROUGH THE SCOPING, SELECTION AND IMPLEMENTATION OF LEGAL TECHNOLOGY

HOW WE CAN HELP

- Guidance throughout the technology buying or building processes to
 Use of our proprietary Legal Project Management technology give you clarity and confidence in your decisions and ensure successful implementations
- - Access to our in-house team of legal technology professionals

SCOPE	SELECTION	IMPLEMENTATION
 Define your needs and goals. What problem you are trying to solve? What process you are trying to promote? Who are your primary end users? If 	 Develop an initial cost estimate. What are the annual licensing and maintenance fees? How much are the modifications required to meet your requirements? How much time and resources will the implementation, onboarding, and support require of your internal team? Is ongoing support required, and if so, how 	Work with IT and the vendor to identify necessary integration and data importing requirements.
attorneys, it needs to be simple.		Develop an ongoing data management strategy.
Identify the appropriate technology based on your goals and needs.		Announce the technology internally.
 Seek input from the primary end users and stakeholders to ensure buy-in and user adoption. What are their perspectives and experiences? What is essential, and what is a nice-to-have? How should the technology be tailored to fit into existing processes? 	• Is origoing support required, and it so, now much will it cost?	 Identify roadblocks to adoption. What information and training needs to be provided? What challenges or issues are end users experiencing?
	Develop an RFP.	
	Identify a list of vendors and distribute RFP.	
	 vendors. Which vendors offer "best-in-class" solutions? Which internal stakeholders and end users should be included in the demos? What functionality is key for vendors to 	
Seek requirements from the IT department.		TIP: DOCUMENT ANY FUNCTIONALITY DESCRIBED BY VENDORS AS "IN DEVELOPMENT."
Develop a technology sourcing strategy.		
Communicate plan to internal stakeholders.	Select a final vendor.	
	 Determine required modifications and final details with the vendor. What is the implementation or development timeline? What will be the availability of the implementation or development team? How will modifications and enhancements be addressed? What is the potential for variance? What is the term of the license agreement? What are the annual maintenance requirements? 	

FOR MORE INFORMATION, PLEASE CONTACT:

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