



EDISCOVERY SOLUTIONS FOR COMPLIANCE AND RISK MANAGEMENT

- ▶ Program Design & Optimization
- ▶ Risk Assessment & Monitoring
- ▶ Technology Implementation

PARAGON®

www.consultparagon.com

Improving the Way Work Gets Done™

Improving the Way Work Gets Done™

Establish a Defensible Enterprise-Wide Strategy For Electronically Stored Information

While an estimated 90 percent of all business communications today are stored in a digital format, many organizations have yet to implement the appropriate process, procedure and technology to produce electronically stored information (ESI) quickly and cost effectively as part of an internal investigation, legal or regulatory demand. Traditional, reactive methods of electronic discovery (eDiscovery) create significant operational inefficiencies which increase internal and external costs and the risk of sanctions and censure, and potentially negatively impact an organization's reputation and stock price. According to a leading industry analyst firm, the average cost of a single eDiscovery project is over \$1 million.*

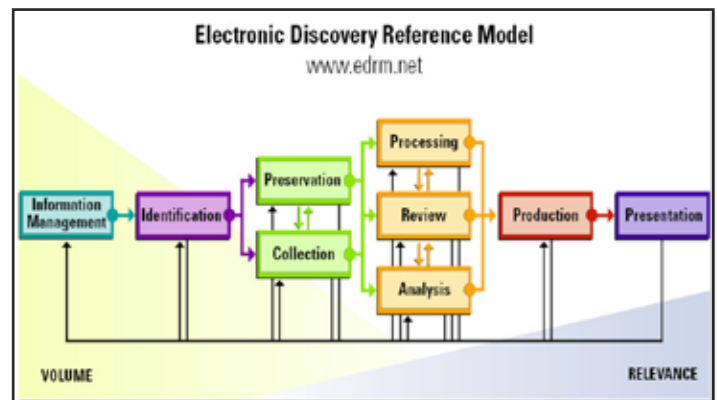
Paragon helps clients design proactive, consistent, and predictable processes for each organization's challenges to ensure a defensible enterprise-wide eDiscovery strategy. Our team of information management, compliance and eDiscovery experts work across industry verticals to implement eDiscovery strategies that help clients respond quickly, cost efficiently, and in a defensible fashion to discovery requests.

*Gartner Research

Paragon's eDiscovery Accelerators

Through its experience, Paragon has designed accelerators that optimize the eDiscovery process by collaborating with Legal, IT and line of business stakeholders to design predictable, risk and cost mitigated processes by effectively aligning people, process and technology. Built on the foundation of the Electronic Discovery Reference Model (www.edrm.net), our eDiscovery program can include:

- ▶ eDiscovery Maturity Model
- ▶ eDiscovery Readiness Assessment
- ▶ Early Case Assessment Risk Modeling
- ▶ eDiscovery Process Design Model
- ▶ Product Evaluation, Implementation and Integration
- ▶ eDiscovery Program Management



Paragon Solutions' eDiscovery Program Approach

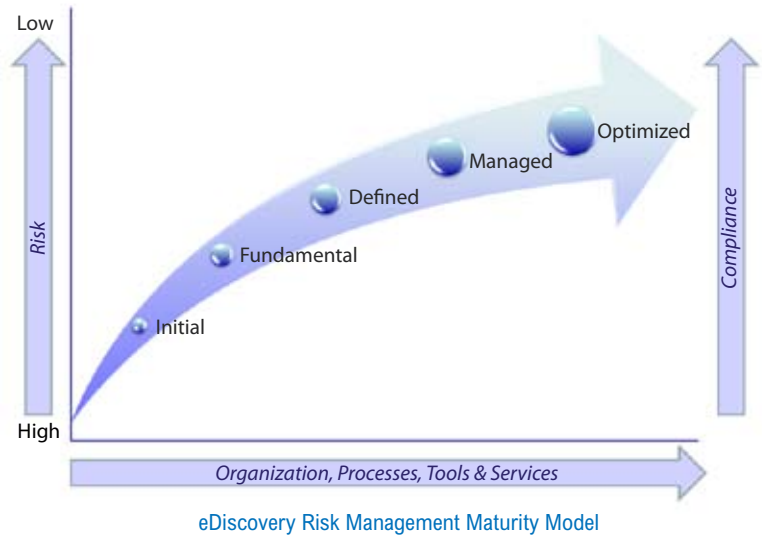
Paragon's eDiscovery Solutions are part of a holistic eDiscovery Risk Management Solution that includes:

Solution Description	Business Function	Key Features	Business Benefits
eDiscovery Maturity Model	Identification of current risk and capability state	<ul style="list-style-type: none"> • Risk, process and technology analysis • Current State maturity assessment • Future State target maturity roadmap 	<ul style="list-style-type: none"> • Benchmarks processes and capabilities • Identifies risk level • Provides a strategy to match risk tolerance
Early Case Assessment Risk Modeling	Application of analytics to determine the risk of a triggering event prior to costly actions	<ul style="list-style-type: none"> • Case risk trend analysis • Discovery cost prediction and assessment • Risk based workflows and resource deployment 	<ul style="list-style-type: none"> • Provides early determination of risks and benefits • Reduces operational bottlenecks • Offers actionable insight on past litigation events
Process Design	Design a customized enterprise-wide proactive eDiscovery process	<ul style="list-style-type: none"> • Process workflows and checklists • Optimization and strategy review • Quality assurance tools and strategies 	<ul style="list-style-type: none"> • Streamlines predictable and repeatable processes • Reduces operational costs • Provides a timely, accurate and defensible response to triggering events
Resource and Product Evaluation, Implementation and Integration	<ul style="list-style-type: none"> • Independent vendor review and recommendation • Product integration supervision and management 	<ul style="list-style-type: none"> • Detailed vendor, solution and budget criteria analysis and recommendation • Project specific project management and integration expertise 	<ul style="list-style-type: none"> • Contains the total cost of review • Creates optimized defensible review strategy • Reduces operational costs

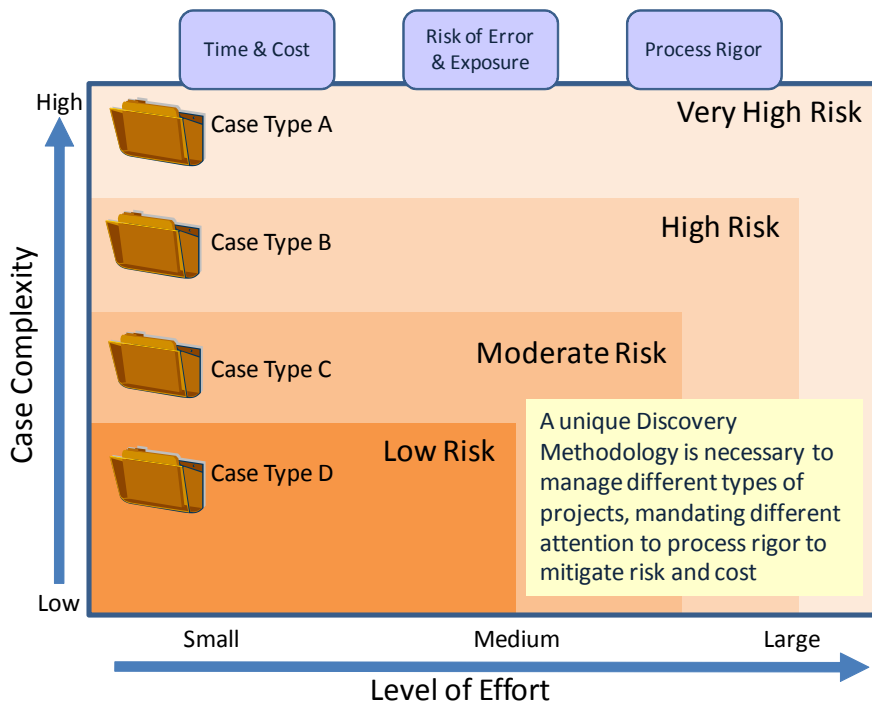
Creating a Customized eDiscovery Strategy

The eDiscovery Maturity Model

As part of a current state gap analysis of risk, process and technology capabilities, Paragon applies its eDiscovery Maturity Model to define the firm's eDiscovery Program growth process based on: organization; people, process; technology/tools and services; and risk and compliance. The model consists of five phases — Initial, Fundamental, Defined, Managed and Optimized — which provide an evolutionary look of how an organization may progress through each phase of maturity in an effort to advance its eDiscovery program. Paragon employs the model to identify and quantify the organization's respective phase of maturity, and then, based on the organization's position in the model and their risk tolerance, defines a strategy to reach the appropriate phase of eDiscovery process maturity acceptable to the organization's needs.



Early Case Assessment and Risk Management



Different triggering events warrant different processes and attention given their inherent risk. Paragon conducts an early case classification and has developed an analytical tool to assign client specific case "triage" policies and protocols based on the risk profile of each triggering event. A case risk trend analysis is also performed to establish risk management and mitigation through key performance indicators. Paragon then designs an integrated eDiscovery risk management program that includes event based workflows and resource deployment plans to enable the client to drive down internal and external costs, proactively manage risk and enhance processes and procedures specific to their eDiscovery practice.

Implement a Proactive eDiscovery Strategy

Paragon defines the people, process and technology capabilities necessary to establish enterprise-wide, event-based litigation/investigatory policies and procedures that optimize the eDiscovery process. Paragon develops a customized eDiscovery strategy for the client that drives the program design and implementation. Contact us to learn how Paragon's unique eDiscovery Program Approach is helping organizations reduce the risk and costs associated with traditional reactive methods of eDiscovery, **Improving the Way Work Gets Done™**.

About Paragon

Paragon Solutions, a division of Paragon Computer Professionals, is a business and technology consulting firm that specializes in helping clients leverage information assets for better business results. The company does this through its vertical practices and specialized technology service lines that help clients optimize their operations for maximum return on investment.

Paragon's eDiscovery Solutions address the needs of the financial services, insurance, healthcare, life sciences and communications industries. Our technology solutions are helping firms respond and capitalize on industry change driven by competition, consolidation, convergence and regulation.

For more information, please visit the Paragon Web site at www.consultparagon.com

or call, 1.800.462.5582.

