7 DAY PREMIUM EDISCOVERY POC

Agenda Overview

epiq

Day 1

In depth demonstration of **Standard** and **Premium** eDiscovery features and capabilities of M365

Day 2-3

Discussion surrounding M365 Security and Compliance access, permissions and roles, review of Standard vs Premium eDiscovery features.

Designing and conducting **Standard eDiscovery** Lab Work.

Epiq designs 5 sets of specific Lab Work for your team. This provide hands on utilization of the tools identified. Held via virtual working sessions over Teams.

Standard eDiscovery - **Lab Work 1**
Case Creation / Permissions and Legal Hold

Standard eDiscovery - **Lab Work 2**
Search & Exports

Day 4-5

Exploring further into **Premium eDiscovery** Case Creation, Settings, Custodians and communications.

Premium eDiscovery **Lab Work 3**
Search, Review Set and Analytics

Premium eDiscovery **Lab Work 4**
Queries and Tags. Review of work process and options.

Premium eDiscovery **Lab Work 5**
Final Review Set and Export Process

Day 6-7

Utilization of the software and go forward workflow process

- Review lab work and answering questions/concerns
- Review desired workflow from Lab Work sessions
- Compare with capabilities of solution to determine best practice
- Formalize go forward workflow
- Identify any additional training requirements for future