eDiscovery Processes and Tasks

The Workstream of eDiscovery	
Process	**Task**
Initiation	Preliminary Planning
	Project Organization
	Project Scoping
	Statement of Work (SOW)
	Project Estimates
	Client Assessment of SOW and Estimates
	Assessment Acceptance
	Execute SOW
Legal Hold	Legal Hold Scoping
	Legal Hold Asset Requirements
	Legal Hold Plan Development
	Client Assessment of Legal Hold Plan
	Assessment Acceptance
	Issue Legal Hold Notifications
	Identifiy and Preserve ESI Per Legal Hold Plan
	Track Legal Hold Notifications
	Communicate and Execute Legal Hold Release
	Release Preserved ESI To Data Retention Policy
	Document Legal Hold Process
Collection	Collection Scoping
	Collection Asset Requirements
	Collection Plan Development
	Client Assessment of Collection Plan
	Assessment Acceptance
	Onsite Collection
	Collection Documented and Certified
	Collection Shipment/Transfer
Ingestion	Processing Specification Planning
	Processing Specifications Defined
	Analytics Specification Planning
	Analytics Specification Defined
	Client Review of Project Plans
	Project Plan Acceptance
	ESI Received
	ESI Reception Audit
	Chain of Custody Check
	Reception Reporting
	Collection Log and Notes Reviewed
	Transmittal Letter Reviewed
	Client Notification of ESI Reception
	Actual and Estimated Volumes Aligned
	Modification of Estimates and SOW
	Client Upload Approval
	ESI Upload into eDiscovery Platform
Processing	ESI Processed According to Specification
	Processing Status Reported to Client
	Exception and Hold File (EHF) Identification
	Client Guidance of EHF Handling Protocol
	Further Processing of EHF Per Protocol
	ESI Processing Completed

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The Workstream of eDiscovery	
Process	Task
Cyber Discovery (Artificial Intelligence)	Preparation - Initiation of Cyber Discovery Process
	Planning - Model and Protocol Planning
	Training - Selection, Building Testing, and Training
	Tuning - Validation and Evaluation
	Discovery - Adaptation, Deployment, and Maintenance
	Response - Cyber Discovery Understanding
Analytics	ESI Analyzed According to Specification
	Analytics Repository Preparation
	Client Exploratory Analysis of ESI
	Client Early Case Assessment of ESI
	Filtering Planning
	Filtering Specification Defined
	Client Confirmation of Filtering Specification
	Preliminary Filtering Hit Report Preparation
	Acceptance of Initial Filtering Results
	Complete Filtering Per Specification
	Analytics Reduction Completed
Predictive Coding (Technology-Assisted Review)	Predictive Coding Specification Planning
	Predictive Coding Specification Defined
	Client Review of Predictive Coding Plans
	Predictive Coding Plan Acceptance
	ESI Moved into Predictive Coding Application
	Predictive Coding Accomplished Per Specification
Review	Review Technology Specification Planning
	Review Technology Specification Defined
	Review Staffing Specification Planning
	Review Staffing Specification Defined
	Review Technology and Staffing Plan Developed
	Client Evaluation of Review Plan
	Client Acceptance of Review Plan
	Review Technology Prepared According to Specification
	Review Staffing Executed According to Specification
	ESI Prepared for Review
	ESI Volume and Expectation Alignment Verification
	ESI Promoted to Review Application
	Review Conducted Per Plan
	Review QC and Validation
	Review Results Reported
	Review Results Acceptance
	ESI Prepared for Production/Export
Production/Export	Production/Export Specification Planning
	Timeframe and Budget Planning/Update
	Timeframe and Budget Plan Acceptance
	Production/Export Execution
	Production/Export QC
	Production/Export Delivery Per Specification
Data Disposition	Hosting Requirement Planning
	Active Discovery Evaluation
	Data Disposition Option Planning
	Client Decision To Conclude Project
	Data Disposition Per Client Guidance
	Project Concluded

eDiscovery Processes and Tasks

The Workstream of eDiscovery	
Process	**Task**
AI - Preparation	Cyber Discovery Goals
	Data Collection and Ingestion
	Data Exploration
	Data Processing
AI - Planning	Model and Protocol Planning (AI+Experts)
AI - Training	Model and Protocol Selection and Building
	Model and Protocol Testing and Training
AI - Tuning	Model and Protocol Validation
	Model and Protocol Evaluation
AI - Discovery	Model and Protocol Adaptation (Adjustment)
	Model and Protocol Deployment (Execution)
	Model and Protocol Monitoring (Monitoring)
AI - Response	Cyber Discovery Action
TAR 1.0 - Simple Active Learning	ESI Moved Into Technology-Assisted Review (Predictive Coding) Application
	Establish a Random Control Set of ESI
	Review and Code Control Set for Relevance
	Continue Training (Establish, Review, and Code) Until Sufficient Number of Relevant Documents in Control Set
	Establish a Seed Set of ESI (Random and/Judgmental Sampling)
	Review and Code Seed Set for Relevance
	Apply Machine Learning Algorithm to Suggest Best Learning Documents
	Review and Code Suggested Best Learning Documents and Add to Seed Set
	Repeat Application of Machine Learning Algorithm With Seed Set Until Stabilization Occurs (Based on Accuracy of Relevance Prediction for Documents in Control Set)
	Apply Learning Algorithm to Categorize or Rank All Documents
	Prepare for Review All Documents Categorized as Relevant or Ranked Above Cut-off Score
	Validate the TAR (Predictive Coding) Process
TAR 1.0 - Simple Passive Learning	ESI Moved Into Technology-Assisted Review (Predictive Coding) Application
	Establish a Seed Set of ESI (Random and/Judgmental Sampling)
	Review and Code Seed Set for Relevance
	Apply Machine Learning Algorithm to Evaluate Whether Documents Are Relevant
	Evaluate Effectiveness of Training (Number of Overturns and Machine Learning Unclassifiable Documents)
	Continue Training (Establish, Review, and Code) with Larger Seed Set Until Training Effectiveness Deemed Sufficient)
	Apply Learning Algorithm to Categorize or Rank All Documents
	Prepare for Review All Documents Categorized as Relevant or Ranked Above Cut-off Score
	Validate the TAR (Predictive Coding) Process
TAR 2.0 - Continuous Active Learning®	ESI Moved Into Technology-Assisted Review (Predictive Coding) Application
	Establish a Seed Set of Relevant Documents (Judgemental Sampling)
	Apply Machine Learning Algorithm to Collection to Suggest Most Likely Responsive Documents
	Review Suggested Documents and Provide Feedback for Machine Learning Algorithm
	Repeat Application of Machine Learning Algorithm Against Collection Until Few, If Any, Suggested Documents Are Relevant
	Prepare for Review All Documents Categorized as Relevant
	Validate the TAR (Predictive Coding) Process

eDiscovery Processes and Tasks

The Workstream of eDiscovery	
Process	Task
TAR 3.0 - Cluster-Centric CAL	ESI Moved Into Technology-Assisted Review (Predictive Coding) Application
	Form Conceptual Clusters of Collection
	Establish a Seed Set of Relevant Documents (Judgemental Sampling)
	Apply Machine Learning Algorithm to Cluster Centers and Sort By Relevance Score
	Review Small Number of Cluster Centers with Highest Relevance Score and Repeat Application of Machine Learning Algorithm Until Few Relevant Clusters Remain
	Apply Machine Learning Algorithm Against Collection
	Determine Whether Produce Documents Without Review, Produce Documents with High Relevance Scores Without Review and Perform Standard CAL on Remainder of Documents, or Review All Documents for Production Using Standard CAL
	Validate the TAR (Predictive Coding) Process

[Source: ComplexDiscovery](#)