

Five-Point Technology Audit

- Examines your firm's Information Technology (IT) infrastructure; and
- Involves the collection and evaluation of the firm's information systems, practices, business processes and operations

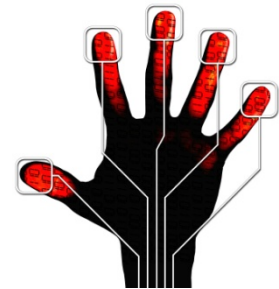


Value to the Firm

- Verifies that systems and applications are appropriate, efficient, and secure.
- Provides decision makers with the information they need to make the technology decisions that will affect the operational efficiency and bottom-line of the business.
- Alerts firm decision makers to potential areas of liability in terms of system weaknesses, security and issues that may result from a lack of clearly defined technology policies and procedures.
- Identifies disparate systems that no longer serve the organization and pose a risk of business interruption.

The **Five Point Technology Audit** covers:

1. Network & Servers
2. Desktops
3. Applications
4. Integration of Technology with Business Processes & Workflow
5. Business Continuity and Disaster Recovery



The Process:

Information is gathered through a series of on-site visits to examine computers, printers, servers, and software/applications used to share information or data across your business or enterprise.

The most critical aspect of the discovery process is meeting with stakeholders – attorneys and staff to gain a clear understanding of the firm's goals, objectives and overall technology strategic plan.

By meeting with stakeholders, we can help identify whether or not existing technology is meeting the needs of various departments within the firm and can further recommend technology solutions which are cost effective, providing a positive ROTI. We promise to keep our attorney interviews limited in scope and as short as possible.

Getting Started



Step #1 – Creating Your Firm’s Technology Profile: We’ll provide you with a questionnaire prior to our visit. The questionnaire should be returned before the day of scheduled on-site interviews. That way, the time we spend on-site will be as productive as possible – we’ll be able to accomplish more in less time, helping to keep the cost of the audit to a minimum. The questionnaire also serves the purpose of getting everyone involved thinking about how technology is affecting their work day, their performance and productivity, and the balance of workflow throughout the firm.

Step #2 – Onsite Interviews: On a day convenient to all, we’ll meet and interview attorneys and staff. We’ll discuss in further detail the answers provided to the questions on the pre-visit questionnaire. An LTP system engineer will be present to examine servers and desktops for the purpose of creating a technical benchmark documenting the current status of your technology.

How can you contribute to the success of the audit and what is required of you?

1. Preparation and return of the pre-visit questionnaire
2. Access to attorneys and staff the day of the on-site visit
3. Access to all hardware (computer room, servers, desktops, laptops, etc.)
4. Access to software including passwords

Step #3 - Project Deliverables: Once the information is gathered, we go to work analyzing the data and preparing a report for your review. We then meet at your convenience to discuss the results of the audit and our recommendations. The report will include documentation of your firm’s technology infrastructure – providing you with an inventory of both hardware and software. You can expect to receive your report within 10 business days of completion of your on-site interviews.

Optional: Review of service provider contracts such as internet service and telephone [contracts/billing including long distance agreements], software and hardware maintenance & support agreements. Review of existing contracts while recommended is optional and will result in an increase to the cost of the audit.