



LexisNexis®

CounselLink®

COUNSELLINK IMPLEMENTATIONS LEGAL SPEND MANAGEMENT/MATTER MANAGEMENT

Adopting an Enterprise Legal Management (ELM) solution can help a legal department manage spend and matters better and more efficiently. But, we know that the prospect of implementing a new solution across your entire legal department can seem daunting.

The LexisNexis Professional Services Team has successfully implemented the CounselLink ELM solution at more than 200 companies, and its members average over 8 years of CounselLink implementation services experience. Our team manages every CounselLink implementation and will lead you through every step of the process.

The Team

The LexisNexis Professional Services Team is comprised of highly experienced legal consultants and project managers with specialized expertise in ELM and business process management implementation. Committed to maximizing onboarding efficiency and ensuring project success, the team partners with your internal project team to identify your unique critical business requirements, goals and constraints and provides best practice recommendations throughout the implementation process.

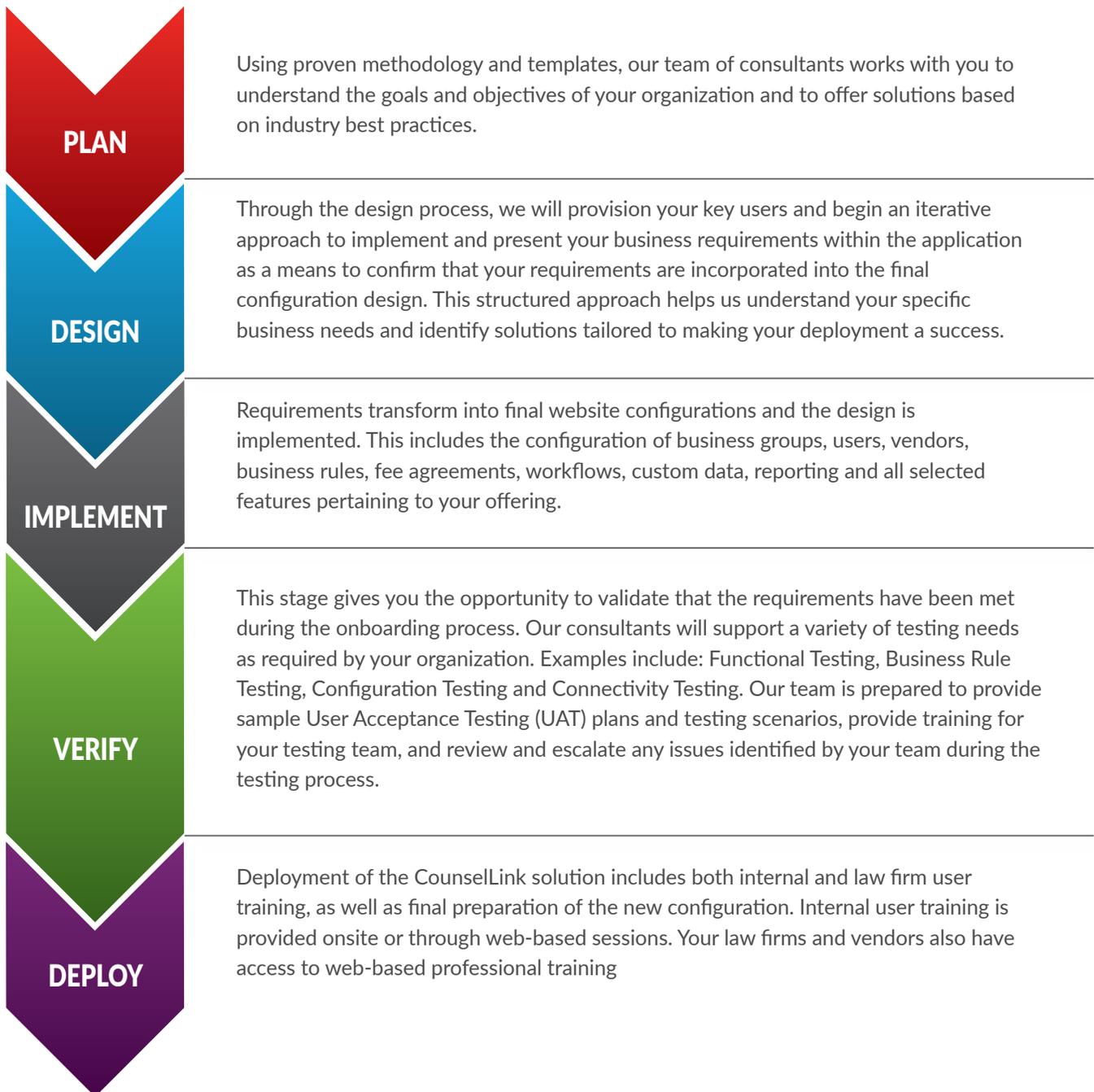
LexisNexis project teams are skilled in effective communication and project management. They ensure success by always including members with the following skillsets:

- Project Management – responsible for coordinating project plan and status meetings, handles scheduling of data migration and integration tasks, if applicable
- Business Consulting – focused on business process and system requirements, provides best practice recommendations based on your needs
- Technical Consulting – handles data migration and integration requirements
- Attorney Onboarding – manages law firm communications and transition
- Training – delivers end-user training and consultation

The Process

Leveraging our extensive ELM onboarding, integration and conversion expertise, our proven methodology has enabled our team to implement CounselLink to meet the unique needs of every customer, including some of the largest and most complex legal departments in North America.

The LexisNexis Professional Services Team follows a scalable, five-phase project implementation process that conforms to the individual needs of each of our customers:



The Timeline

The implementation timeline depends on the package you select, the complexity of the project, data loads, system integrations and customer resource availability. The target completion date for the onboarding project is determined during the Planning phase of the project.

On average, an **Essentials** implementation takes 4 to 8 weeks. **Advanced** implementations average 16 to 20 weeks to complete. Implementation timelines for the CounsellLink **Premier** offering are scoped once a customer’s individual system requirements have been determined.

Sample Implementation Timeline— LexisNexis CounsellLink Essentials Legal Spend Management/Matter Management

Phase	Task	Week												
		1	2	3	4	5	6	7	8	9	10	11	12	
	Onboarding													
Plan	Planning Call & Initial Homework	■												
	Project Status Meetings		weekly for duration of project											
Design	Requirements													
	Homework assembly	■	■											
	Workshops		■					optional onsite for 2-3 days						
	Guidelines		■											
	Fee arrangements		■											
	Invoice review workflow		■											
	Matter templates		■											
	UCDF requirements (10 fields)		■											
	User roles		■											
	Review law firm communication templates & customize		■											
	Send law firm letters							■						
	Implement	Receive & approve law firm rates (fee offers)						■						
System Configuration						■								
Verify	System Testing									■				
Deploy	User Training												■	
	Go Live												■	
	Integration - Two Way Invoice Integration (optional)													
Design	Requirements Confirmation		■											
Implement	Development & QA					■								
Verify	Customer Testing											■		
Deploy	Deployment											■		
	Conversion - Matter (optional)													
Design	Requirements Confirmation		■											
Implement	Development & QA					■								
Verify	Customer Testing											■		
Deploy	Deployment											■		

This offering can be implemented as few as four weeks, depending on requirements and whether integration & conversion is needed.



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