



## Solution Overview

# Metastorm Enterprise for Legal Services

When it comes to legal services, your time is money. Law firms seeking a competitive advantage must find ways to better perform key business functions and reduce costs without sacrificing superior client service.

Metastorm addresses your challenges with Metastorm Enterprise – an integrated portfolio of fast and flexible enterprise architecture, business process analysis, business process automation and integration software to help you reduce overhead, accelerate new matter intake, reduce risk and enable your legal teams to focus more time on revenue-producing activities.

## Metastorm ProVision®: Align Objectives, Reduce Risks & Enable Efficiencies

Metastorm ProVision is a complete solution for enterprise and business architecture, business process modeling, analysis and optimization that allows you to effectively plan and make decisions that are aligned to firm objectives, reduce organizational risks, and enable operational efficiencies.

With Metastorm ProVision, you can create a holistic picture of your organization. It provides an effective platform for capturing and integrating multiple perspectives on processes – allowing you to extend models to include the relationships among processes, goals, organizations, locations, information/data, and systems throughout the firm.

Some uses for Metastorm ProVision include:

- Visualizing processes and continually improving them to ensure efficiency, consistency, accuracy, and optimum-levels of client service
- Leveraging enterprise process information for more effective firm management
- Planning optimal use of firm resources to lower costs

## Highlights

### Benefits

- Metastorm is used by over 190 law firms globally, including six of the 10 largest firms in the world and 30%+ of the AmLaw 200
- Model, analyze and improve firm processes
- Plan optimal use of firm resources to

### lower costs

- Reduce overhead while improving the range and quality of client services
- Standardize processes and automate manual operations to ensure consistency and accuracy
- Accelerate new client matter intake and conflict of interest reviews
- Maintain regulatory compliance and automate audit trail capture

### Customer Success

- Allen & Overy
- Duane Morris
- Hogan & Hartson
- LAW Holdings
- Linklaters
- Morrison & Foerster LLP

*Learn about these and other Metastorm customer successes at [www.metastorm.com](http://www.metastorm.com)*

For example, you can utilize Metastorm ProVision to model various human-centric or document producing processes within your firm to assess and simulate ways to optimize them. Those enhanced process can then be directly executed through the Metastorm BPM® Suite.

With this seamless integration, Metastorm delivers unmatched levels of effectiveness by allowing you to align business strategy with execution while optimizing the types and levels of business resources your firm uses.

## Metastorm BPM®: Maximize Billable Output & Optimize Resources

Metastorm BPM is a complete Business Process Management Suite for roundtrip process life-cycle management including design, automation, analysis, and monitoring of an organization's human-centric and integration-centric activities and processes. Metastorm BPM is the solution of choice for many of the AmLaw200 and other large international law firms, and is proven in deployments reaching tens of thousands of users worldwide. It delivers capabilities for quickly and easily automating mission-critical processes such as:

- New client/business intake
- Check requests
- Anti-money laundering
- Audit letter response
- Collections
- Employee on-boarding
- File closing
- Prospective search
- Records management
- Travel and expense
- Voucher

When these processes are executed with Metastorm BPM, they benefit from being:

- Collaborative – People across various functional areas and geographic locations are critical to the business process of your firm. Metastorm BPM allows them to collect data, collaborate, manage exceptions, and adapt processes for continued improvements.
- Controlled – Through user friendly, intuitive electronic forms, only the information needed by any given individual, at that point during the process, is available.
- Integrated – Legal processes require tight integration with conflicts and practice management systems such as finance (Elite, CMS), client relationship management (Interaction), document management and imaging (Interwoven & Hummingbird), and systems like LexisNexis™ and Dun & Bradstreet. This integration promotes data reuse, reduces duplicate entry, and eliminates data entry errors.
- Secure – Multi-level security allows you to control access and decision-making levels through role definitions and use of technologies such as digital signatures.
- Adaptable – Business users are the “process owners” and need to quickly define and modify new process solutions that fit your unique requirements, such as adjusting template forms, changing roles, and updating business rules.
- Measured – People make better decisions when they can quickly track activities through Metastorm's unique Watch lists, To Do lists, and reports that capture information at the lowest level through a process.

## Implementation Accelerators

You need to implement your BPA and BPM programs quickly and deliver immediate, measurable impact on the bottom line. That's why we created a portfolio of tools to accelerate your success:

- **Metastorm Process Pods®** – Provide a rich set of solution frameworks for specific process deployments. These include applications demonstrating a complete process solution and technology connectors that enable integration between Metastorm ProVision or Metastorm BPM and third party products. Metastorm offers several Process Pods for the legal industry, addressing business-critical processes such as new business in-take, inactive matter request review, check requests, and graduate recruitment, and provides the professional service expertise to ensure your process improvement projects are a success.
- **Templates** – Easily downloadable examples of commonly-built BPM solutions. They include pre-built process maps, forms and roles.

These accelerators evolved from our deep and proven experience on implementations within Metastorm's broad, global customer base in the legal industry. They provide shortened deployments, assure flexibility, and are a testament to Metastorm's leadership and innovation in this field. The jump start we provide can save you weeks of implementation time and expenses.

## The Value of Metastorm

Metastorm technology helps law firms increase efficiency, lower risk, reduce costs and accelerate time-to-revenue without sacrificing the superior client service that is so critical to your success. With optimized and automated processes, lawyers will be freed from many time-consuming administrative duties and enabled to increase productivity – thus positively affecting your firm's profitability.

For more information on how Metastorm solutions can help you, contact us at 1 877-321-META or [sales@metastorm.com](mailto:sales@metastorm.com)

© Copyright 2009, Metastorm Inc. All rights reserved. Business to the Power of 3, Enterprise Process Advantage, Metastorm BPM, Metastorm Discovery, Metastorm DNA, Metastorm Knowledge Exchange, Process Pod, ProVision, and the See.Think.Do image are either registered trademarks or trademarks of Metastorm Inc. Other product, service and company names mentioned herein are for identification purposes only and may be trademarks of their respective owners. 6.2.2009.