

SITED—System Inventory Tool for E-Discovery

Easily Map and Track Enterprise ESI Systems Subject to Litigation

FTI Technology's System Inventory Tool for E-Discovery (SITED) reduces the risk and complexity of the e-discovery identification process. SITED provides an easy, structured method to create and maintain a data map for all enterprise ESI systems subject to current litigation, or potential litigation. This allows attorneys to quickly find relevant ESI materials and organize the preservation and collection process, with no relevant systems overlooked.

FTI Technology's System Inventory Tool for E-Discovery:

- **Reduces Risk & Complexity.** SITED provides a disciplined, structured method to collect and track information about litigation-likely ESI systems across your enterprise. It standardizes system identification procedures, and provides a single point of control for collecting, organizing, analyzing and reviewing system information in the enterprise.
- **Identifies High-Priority ESI systems.** Easily identify and track the systems that contain “high-priority” or litigation-likely data and eliminate wasted effort tracking systems unlikely to be involved in litigation.
- **Defends your ESI preservation processes with standardized & detailed information.** SITED provides a standardized format for gathering detailed information on ESI systems across your enterprise, including archiving and data-purging policies, data locations, backup policies, and litigation hold status of individual systems. SITED also provides reports and editable output for use by inside and outside counsel who respond to discovery requests.
- **Easily collects details about ESI enterprise-wide.** SITED provides a web-based portal that can be updated from multiple locations, using standard forms and validated fields. Easily distribute the responsibility for providing ESI system details to the appropriate IT and business owners.
- **Keeps details about your ESI up-to-date.** Use simple-to-manage workflows to conduct periodic reviews of ESI systems, notifying system owners when system reviews are needed, and tracking the progress of these system reviews through completion

The screenshot displays the FTI SystemInventory web application. The interface is organized into four main sections:

- 1. General System Information:** Contains fields for System Name (Peoplesoft Financials), System Description (General Ledger, Accounts Payable), Internal System Name (PSFTFIN), and Company (Fabrikam).
- 2. System Lifecycle:** Includes fields for Date System was implemented (1/1/2008), Was data previously collected in a legacy system? (Yes/No), List system and date of legacy system implementation (1/1/2000), Is legacy system still active? (Yes/No), Describe data moved or copied to replacement system (All data including history converted to this system and data from old system), and Are there current plans to replace the system? (Yes/No).
- 3. Technical System Information:** Includes fields for Version (S.6), Vendor or Developer (Oracle), Operating System (e.g., Windows, UNIX, MVS, etc.) (HP-UX), and Database or File Share (Oracle).
- 4. System Contacts:** A section for contact information, currently empty.

There is a "High Priority?" checkbox and a note: "If this item is a high priority (litigation likely) check the high priority box to continue filling-out detailed information."

Intelligent ESI Profile Enables Dynamic Data Entry

Comprehensive Inventory and Reporting of Key ESI Systems

A critical phase in the e-discovery process is identifying all computer systems that store litigation-relevant electronically-stored information (ESI). These ESI materials can be stored throughout your enterprise in both structured and unstructured data systems such as e-mail, financial, sales, and document management systems.

Your enterprise needs to rapidly identify this information to prepare timely and defensible responses to State and Federal Rules of Civil Procedure requirements (for example, Rule 26 conferences). As new systems come on-line and the operational aspects of existing systems change, tracking and updating the status of all these ESI systems can be awkward, time-consuming, and error-prone.

System Name	System Description	Department	Group	High Priority
Company: Fabrikam				
Peoplesoft Financials	General Ledger, Accounts Payable.			Yes
Microsoft Exchange	Enterprise E-Mail System			Yes
Fabrikam Intranet	Internal portal for employees			No
Document Management System	Interwoven Document Management Systems			Yes
Oracle Financials	General Ledger, Accounts Payable and Accounts Receivables	Finance		Yes
Oracle Budgeting	Budgeting, Forecasting and Reporting	Finance		No
Data Warehouse	Financial data warehouse and reporting	Finance		No
Siebel CRM	Customer Relationship Management System	Sales & Marketing		Yes
Sales Tracking	Enterprise sales tracking and reporting	Sales & Marketing		Yes
Fabrikam.com	Corporate customer facing web site	Sales & Marketing		No
Catia	Product design	R&D		Yes
Autocad	Design drawings	R&D		No
Company: A. Datum				
Peoplesoft Human Resources	Peoplesoft HRIS for A. Datum	HR		Yes
Peoplesoft Benefits	Peoplesoft Benefits Module	HR		Yes
Company Directories	Utility system for generating departmental directories, birthday lists	HR		No

FTI Technology's System Inventory Tool for E-Discovery (SITED) transforms your chaotic network of disparate ESI sources into a single, comprehensive library easily accessible by your legal team.

For More Information or to Schedule a Demo

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FTI Technology is a business segment of FTI Consulting that is dedicated to helping organizations protect and enhance enterprise value in an increasingly complex legal, regulatory and economic environment. Our clients rely on our software, services and expertise for matters ranging from internal investigations to large-scale litigation with global e-discovery requirements.