

ACC LEGAL OPERATIONS

Top 10 Takeaways from the Virtual Roundtable

Digital Transformation and Technology Planning

1. It is important for legal to **work in partnership with the enterprise** to ensure their transformation aligns with needs of the organization.

 **Beyond Cost Containment: Realizing by Rationalizing Resources**

2. Digital transformation should not only be used to drive efficiency but also to **further the overall mission of the organization**.

 **Technology Management Resource - Legal Technology Planning Drivers**

3. To start your digital transformation, **assess your organization's needs** and focus on the intended solution(s).

 **Parting the Clouds of Digitalization**


4. **Allocate resources**. Work with other departments who have shared goals and will benefit from the same technology.

 **Consilio's View of Contract Lifecycle Mgmt.**

5. Lay the foundation to become a data-driven organization. **Natural places to start are e-billing, contract, and document management**. Use those tools as building blocks. According to the 2019 ACC Global Legal Department Benchmarking Survey, 41% of corporate legal departments have employed contract management technology and 38% have employed document management technology.

 **2019 ACC Global Legal Department Benchmarking Report**

6. Invest in change management. **Employee training is a critical element** for successful digital transformation.

 **Legal Operations: Leading Practices in Implementing Strategy, Leading Change, and Advancing Law Department Excellence**

7. **Establish clear ownership of the process**, assign leaders, and identify key stakeholders.

 **Maturity Model Change Management Roles in Organizational Change Mgmt.**

8. Do not store all information when making the transformation to "going paperless" - **identify unnecessary information**.

9. Use technology to **automate processes that allow counsel to work at the top of their license** and do high-value work.

 **ACC Guide to Value-Based Staffing**

10. Establish and use metrics and data. This will allow you to **build a case for implementing new technologies**.

 **Basic Law Department Metrics**