

Technology Workshop

Five technologies in 50 minutes that will save your legal
division time and money

Agenda

- Introduce presenters
- Microsoft SharePoint – Brett Durand, Sr. Director, Legal Operations at Pfizer
- Contract Analytics – Mick Cox, Sr. Director, Legal Operations at Salesforce.com
- Instant NDA – Emily Teuben, Sr. Manager, Legal Operations at NetApp
- TAP – Yuka Tzavaras, Sr. Manager, Legal Operations at Electronic Arts
- Mindmaps– Greg Stern, Global Compliance Counsel at ACE Group
- Q&A (time permitting)

Microsoft SharePoint

Brett Durand
Pfizer Inc.

Microsoft SharePoint & Pfizer's Legal Division



Microsoft®
SharePoint

Our objectives:

- Improve document management, collaboration, and content accessibility within and beyond the Legal Division
- Automate workflow to support Legal Discovery Operations
- Deploy a platform for colleague engagement and knowledge management

Site Actions Share Browser WebEx Durand, Brett

LDET Operations Committee > Home
This site is used to enable collaboration for the LDET Operations Committee

Home Search this site...

Welcome to the LDET Operations Committee TeamSite!

This TeamSite is available for you to exchange ideas and collaborate on documents with other members of the team.

Shared Documents

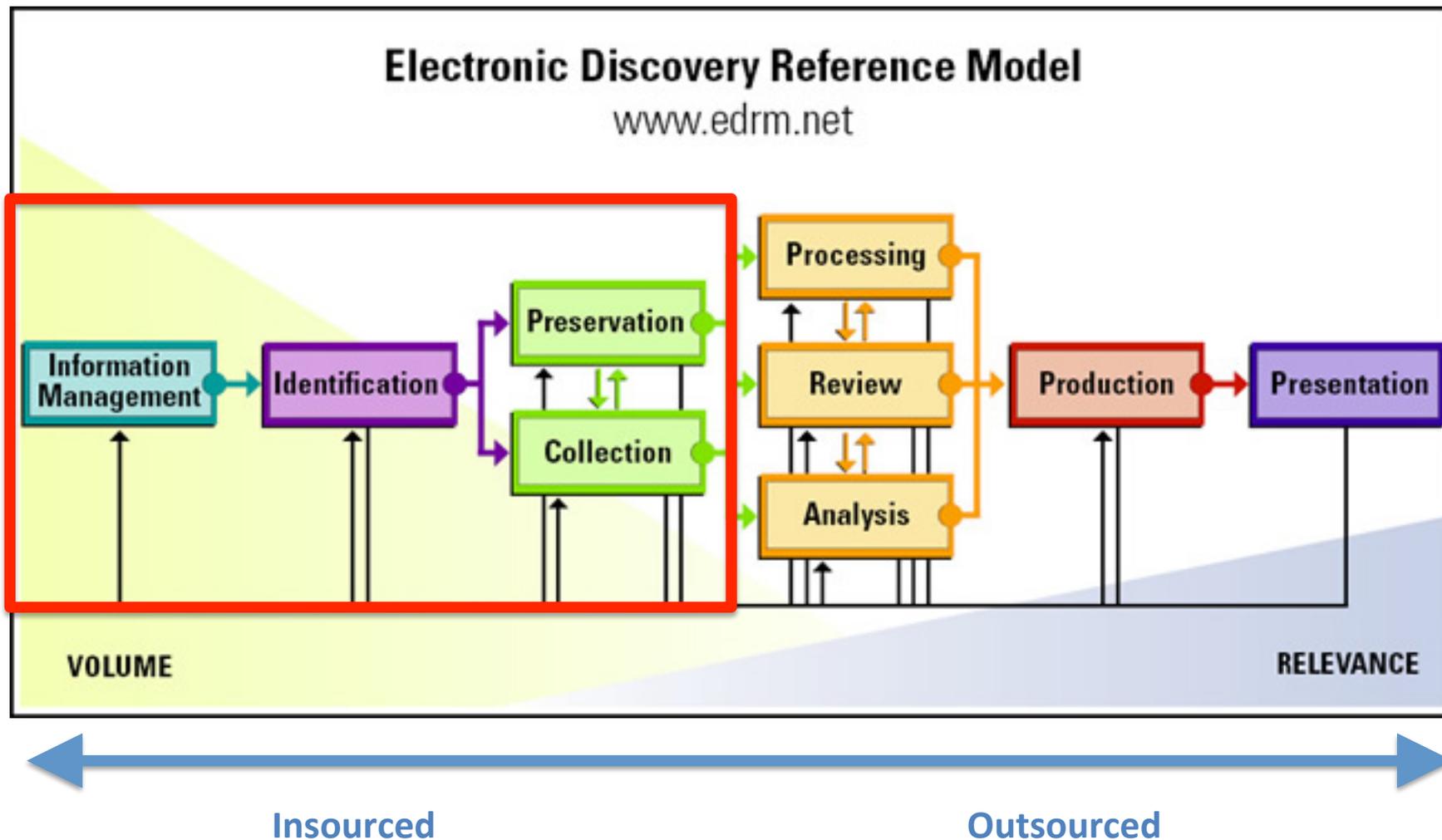
<input type="checkbox"/> Type	Name	Modified	Modified By
Folder	Communications	4/3/2014 12:45 PM	Durand, Brett
Folder	Logistics	4/3/2014 12:45 PM	Durand, Brett
Folder	Our Commitments	11/12/2014 2:00 PM	Durand, Brett
Folder	Technology	4/3/2014 12:45 PM	Durand, Brett
Folder	Town Halls	6/27/2014 9:10 AM	David, Andrew
Document	HBR Benchmarking Roundtable - Fall 2014 NYC FINAL	11/13/2014 2:24 PM	Durand, Brett
Document	Legal BEV Extract	4/8/2015 6:54 PM	Durand, Brett
Document	Legal Site Contacts Ops Comm	4/29/2015 11:21 AM	Durand, Brett
Document	Ops Committee Workstreams	4/3/2014 12:48 PM	Durand, Brett

[+ Add document](#)

Getting Started

- [Share this site](#)
- [Change site theme](#)
- [Set a site icon](#)

Site Information | AMRNDHW1805 Durand, Brett; Perstein, Shari L ...powered by ecf a Pfizer Business Technology Solution





Discovery Services Team Portal LEGAL DIVISION

Welcome Durand, Brett

Initiation 	Identification 	Preservation 	Collection 	Processing 	Review 	Production 	Closure
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Discovery Services

Our responsibility is to fulfill the discovery obligations in the company's litigations and investigations. We consult on strategies associated with the legal discovery process and develop defensible practices to be applied consistently across all Pfizer matters. Every day, we locate and collect documents in Pfizer's vast and complex data environment, and manage the vendors that process, review, and produce the relevant information. We partner with in-house attorneys, as well as the PLA firms, with the purpose of assuring a 'best-in-class' corporate discovery function.

Click [here](#) to view Discovery Services Team.



Inform|Connect|Inspire

Discovery Services Alerts

- 04/14/15 - Issue Escalation Matrix
- 04/14/15 - Litigation Matter Evidence Collection Questionnaire
- 04/13/15 - 2015 Updated Legal Discovery Contact List

[View More](#)



Document Center



General Administration

[Working Group - Documentation](#)



- Collection Project Summary
- Collection Task Summary
- Custodian Questionnaire Summary

Vendor Task Summary



Vendor Tasks - Not Started

Data Source Task	Project Name	Progress	No Of Custodians	Due Date
SharePoint	abc	0.00%	0	3/28/2015
AMS	TestProject28Mar2015_2_DM_Non Custodian	0.00%	0	4/2/2015
eRoom	TestProject28Mar2015_2_DM_Non Custodian	0.00%	0	4/2/2015

Latest Active Cases

Case ID ▲	Case Name	Case Creator	#Holds	#Workflows	#Recipients
CN00000313	corp admin test	Popat, Chirag	1	1	1
CN00000312	casemar20	Kumar, Anit	0	0	1
CN00000311	Case - Test HS 22Oct2014	Singh, Hardeep	1	1	1
CN00000310	template spacing test 1	Sokol, Joan	0	0	1
CN00000309	test template 3	Sokol, Joan	2	2	1

12345678910...>>

Latest Active Holds

Hold ID ▲	Hold Name	Case Name	Create Date
LH00000359	holdmar23	test_Jan8	23-Mar-2015
LH00000355	Test HS 22Oct2014 2	Case - Test HS 22Oct2014	22-Oct-2014
LH00000354	Test HS 22Oct2014	Demo Case	22-Oct-2014
LH00000353	Template test 5Aug	New Case 23JanConsole	05-Aug-2014
LH00000351	Test Case for Template_22	Test Case for Template_22	22-Jul-2014

12345678910...>>

Latest Lifted Holds

Hold ID ▲	Hold Name	Case Name	Template Name	Lifted Date
LH00000357	corp sec hold	corp admin test	demo 07	19-Mar-2015
LH00000356	holdmar201	case_test213	demo 07	19-Mar-2015
LH00000320	Test Case for Messagir	Test Case for Messagir	Protonix - Medicaid Ret	08-Dec-2013
LH00000319	Test Case for Messagir	Test Case for Messagir	Protonix - Medicaid Ret	08-Dec-2013
LH00000312	Test for Template	Protonix Patent	Discovery	05-Jun-2014

1234567

Latest Suspended Holds

Hold ID ▲	Hold Name	Case Name	Suspended Date
LH00000358	test hold corp	corp admin test	20-Mar-2015
LH00000352	template spacing test hol	template spacing test 1	24-Jul-2014
LH00000345	Test 11Jun2014 by HS Uj	New Case 23JanConsole	10-Sep-2014
LH00000344	Hold from Stg 16Jul	New Case 23JanConsole	10-Sep-2014
LH00000343	Protonix Hold Test_Remir	Protonix Patent	16-Sep-2014

123456

Improved Discovery cycle time >25%
Improved Discovery throughput by >30%
Reduced errors and re-work ~50%



Legal On Demand

Good afternoon, Brett Durand



- HOME
- PRACTICE AREAS
- PEOPLE & NETWORKS
- INITIATIVES
- TOOLS & RESOURCES
- COLLEAGUE CONNECTION

Search...



Welcome to Legal On Demand

Articles



European Legal's 'newsPFLash' on Legal On Demand

8 Apr 2015



Getting to Know Our Products: Trumenba Lunch-n-Learn Set for April 28

7 Apr 2015



Pro Bono Group Debuts Art Exhibit at New York Headquarters

1 Apr 2015



A "TRUMENBA-ous" Effort: Pfizer Delivers Vaccine to University of Oregon Students

31 Mar 2015

[VIEW MORE](#)

COMMIT.

Upcoming Events

15
APR

Culture Committee Talk More Connect More Lunch Series

16
APR

Town Hall

21
APR

APCL Stop Hunger Now Event

[VIEW CALENDAR](#)



The Buzz Is Back!

Click here to post pics & join the conversation.



Let Doug Know



Culture Committee



Propel Secondment Opportunities



Pro Bono Debuts Art Exhibit

Improved colleague morale & engagement ~10% (Gallup Survey)

by legal ops professionals, for legal ops professionals

www.acc.com/legalops

Contract Analytics

Mick Cox
Salesforce.com

Objectives:

1. Improve attorney effectiveness in answering the question, “What have we promised our customers?” by:
 - Collecting all sales contracts in one repository and
 - Letting the contracts speak for themselves – the deals should tell us which ones need reviewed so we stop relying on tribal knowledge and hunches
2. Achieve (1) in the most efficient way possible. Reduce time needed for attorneys to assess which contracts to review, find them, and then actually review them, both today and in the future

What vendors and solutions did you consider?

- Brute force data entry in Apttus + Salesforce (via LPO)
- Seal Software + limited scope LPO metadata entry

What was your approach and criteria for selection?

- Get it right – trustworthy & complete data set
- Solve for backlog & future (long term cost evaluation)
- Time to go-live
- Bias towards technology, particularly within Salesforce partner ecosystem



Search



742 contracts in
Review



1091 contracts
Processed



3 contracts
Expires this month

The screenshot displays the ACC Legal Operations software interface. At the top, there is a navigation bar with the 'S seal' logo, 'Contracts' (highlighted), 'Review Queue', and 'Playbook' tabs. A user profile icon labeled 'root' is in the top right corner.

The main interface is divided into two panels. The left panel contains search and filter options:

- Search:** A search bar with the query '"Not" AND "Party A"' and a sub-field containing 'ContractingPa...' and an asterisk.
- Match:** 'All' and 'Any' buttons, followed by 'of given search conditions. Search within 5 words.'
- Assigned to:** 'None' and 'Any time' dropdown menus.
- Filters:** 'In Review', 'Contract', and 'Notes Present' checkboxes.
- Filter by date:** A section with 'Start', 'Renewal', and 'Termination' sub-sections, each containing an 'Any date' dropdown.
- Filter by category:** A list of categories with expand/collapse icons and checkboxes:
 - AssignedTo
 - BaseCurrency
 - ContractClass
 - ContractType
 - Credit Support Annex to The Schedule To The isda Master Agreement (2)
 - Legal Contract (2)
 - Master Agreement (2)
 - Services Agreement (1)
 - Services Order Form (1)
 - Software License, Customization And Maintenance Agreement (1)
 - Demo
 - FileType

The right panel displays a list of search results, each with a checkbox and a document icon:

- 0- Bank of America, N.A.- MV Gen Serv Agr 2006-01-01.pdf
- 0- Bank of America, N.A.- SW Lic, Cust and Maint Agr 2009-01-01 ().pdf
- America's First Federal (NYCE).pdf
- Bank of America.pdf
- Floating Interest Rate Swap ISDA.pdf
- Floating Interst Rate Swap CSA.pdf
- Initial_Basis_Rate_Swap_-_Credit_Support_Annex.pdf
- Initial_Basis_Rate_Swap_-_ISDA_Master_Agreement.pdf
- Signed Unigy Sales Agreement 1June12.pdf

At the bottom of the right panel, there is a pagination control showing '1-9 of 9' and navigation arrows.

S seal
business entity 1 of 5

Contracts | Review Queue | Playbook

business entity

ContractingPa... Bank of Ameri

Affiliate

Match All Any of given search conditions.

Search within All words.

Assigned to None Any time

In Review Contract Notes Present

Filter by category

- AssignedTo
- ContractClass
- ContractType
- Demo
- FileType
- Finance
- GoverningLaw
- Language
- M&A
- QualityIndicator
- Reference
 - ISDA (2)
- RenewalNotice
- RightsToAssign
- SCA_Data
- signed
- TerminationNotice

	0- Bank of America, N.A.- SW Lic, Cust and Maint Agr 2009-01-01 (.pdf)	0- Bank of America, N.A.- MV Gen Serv Agr 2006-01-01.pdf
Affiliate	Affiliate - a business entity now or hereafter controlled by, controlling or under common control with a Party. Control exists when an entity owns or controls directly or indirectly 50% or more of the outstanding equity representing the right to vote for the election of directors or other managing authority of another entity.	Affiliate - a business entity now or hereafter controlled by, controlling or under common control with a Party. Control exists when an entity owns or controls directly or indirectly 50% or more of the outstanding equity representing the right to vote for the election of directors or other managing authority of another entity.
AmendmentReference		
ArbitrationBinding	37.1 If the Parties are unable to resolve a dispute arising out of or relating to this Agreement in accordance with the Section entitled "Dispute Resolution," the Parties will in good faith attempt to resolve such dispute through non-binding mediation before a mediator acceptable to both sides, provided, however, a dispute relating to infringement of Intellectual Property Rights or the Section entitled "Confidentiality and Information Protection" shall not be subject to this Section entitled "Mediation/Arbitration."	
ArbitrationPlace	Protection Charlotte, N.C. United States Protection	Mecklenburg County, North Carolina Mecklenburg County, North Carolina New York in United States Protection
ArbitrationRules	American Arbitration Association	American Arbitration Association
Audit	Yes	Yes
AutomaticEarlyTermination-PartyB		
AutoRenewal	Thereafter, the Maintenance Period shall automatically renew for successive, twelve (12) month periods, on the terms and conditions of this Agreement unless either Supplier or Bank of America terminates Maintenance Services pursuant to the termination provisions of this Agreement.	
ChangeOfControl	Supplier shall notify Bank of America immediately in the event there is a change of control or material adverse change in Supplier's financial condition.	Furthermore, Supplier shall notify Bank of America promptly in the event there is a change of control or material adverse change in Supplier's business or financial condition since the Effective Date of Agreement.
ConditionalAssign	Neither Party may assign this Agreement or any of the rights hereunder or delegate any of its obligations hereunder, without the prior written consent of the other Party, and any such attempted assignment shall be void, except that either Party may, upon at least fifteen (15) days advance written notice, assign any of its rights and obligations under this Agreement to (a)any Affiliate of such Party (provided each Party shall remain liable for the obligations and performance of any of its Affiliates to whom such obligations are assigned and Supplier further agrees to provide a written guarantee of performance to Bank of America if such assignment by	Neither Party may assign this Agreement or any of the rights hereunder or delegate any of its obligations hereunder, without the prior written consent of the other Party, and any such attempted assignment shall be void, except that Bank of America or any permitted Bank of America assignee may assign any of its rights and obligations under this Agreement to any Bank of America Affiliate, the surviving corporation with or into which Bank of America or such assignee may merge or consolidate or an entity to which Bank of America or such assignee transfers all or substantially all of its business and assets.

Sort [icon] [icon]

British Columbia-Vancouver-963 Denman Street Rental Agreement - 657333 BC Ltd. and Dover Arms Pub.pdf

1-1 of 1 [icon] [icon] [icon] [icon] [icon]

British Columbia-Vancouver-963 Denman Street Rental Agreement - 657...

All Summary Milestones Product Pricing Service P [dropdown]

Page: 12 Section: 9.02 [icon]

AutoRenewal [trash icon]

8.03 The Initial Term shall automatically be extended for successive additional five -year periods, upon the same terms and conditions as set out herein, unless terminated on 90 days' written notice in advance of the commencement of such subsequent term.

Page: 11 Section: 8.03 [icon]

New section

ContractClass

Rental

Page: 1 [icon]

ContractType

Rental Agreement

Page: 1 [icon]

ContractingParties

New entry

[eye icon] [download icon] [comment icon] [list icon] [table icon] [trash icon] [close icon]

dissolution or liquidation law or statute of any jurisdiction whether now or hereafter in effect, or consents to any such proceeding; or

(d) such party enters into an agreement to sell all or substantially all of its business or transfer all or substantially all of its assets to another person.

Initial Term

8.02 Subject to the other provisions of this Part, the initial term (the "Initial Term") of this Agreement continue in full force and effect for a term of 5 years from the date hereof.

Subsequent Terms

8.03 The Initial Term shall automatically be extended for successive additional five -year periods, upon the same terms and conditions as set out herein, unless terminated on 90 days' written notice in advance of the commencement of such subsequent term by either party to the other.

Early Termination

8.04 Notwithstanding any other section in this Part, 657333 B.C. LTD may terminate this Agreement at anytime on 14 days' written notice if:

- (a)
- (b)
- (c)

Merchant is the subject of an Event of Default;

the number of ATM Transactions is less than 2,000 in the preceding month;

where 657333 B.C. LTD is not the ATM Owner, title to the ATM is transferred, whether voluntarily by agreement or by operation of law [CHECK].

8.05 Merchant may terminate this Agreement

- (a)
- (b)

on 14 days' written notice if 657333 B.C. LTD is subject to an Event of Default;

at anytime on 3 months' written notice, provided that Merchant pays a cancellation fee to 657333 B.C. LTD, in the amount of \$10,000 (Ten Thousand Dollars) plus GST.

Save

What was the impact/benefit?

- Improved client satisfaction
- Mitigation of potential liability
- Time savings for in-house attorneys
- Opens the door to other value (language rationalization, use for other agreement types, etc.)

Any lessons learned or suggestions to other legal teams?

- Understand what you'll want to search or report on up front
- Data driven trumps tribal knowledge
- Prioritize: other teams will want the same capabilities
- Don't be afraid of technology, but don't expect magic

Instant NDA

Emily Teuben,
NetApp

JUST **START**

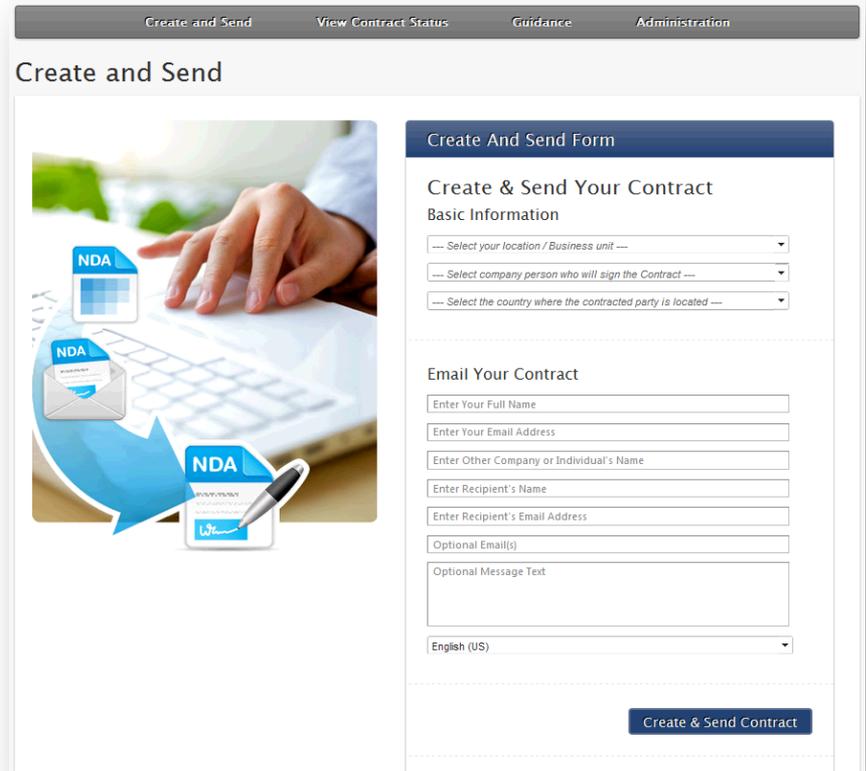
This is the
lowest hanging fruit
in the enterprise.

Problem

- Legal department was focusing resources on low value, low risk agreements with the NDA.
- Average turn around time was between 3-5 days – sometimes 30 days before execution. This was slowing down the business.

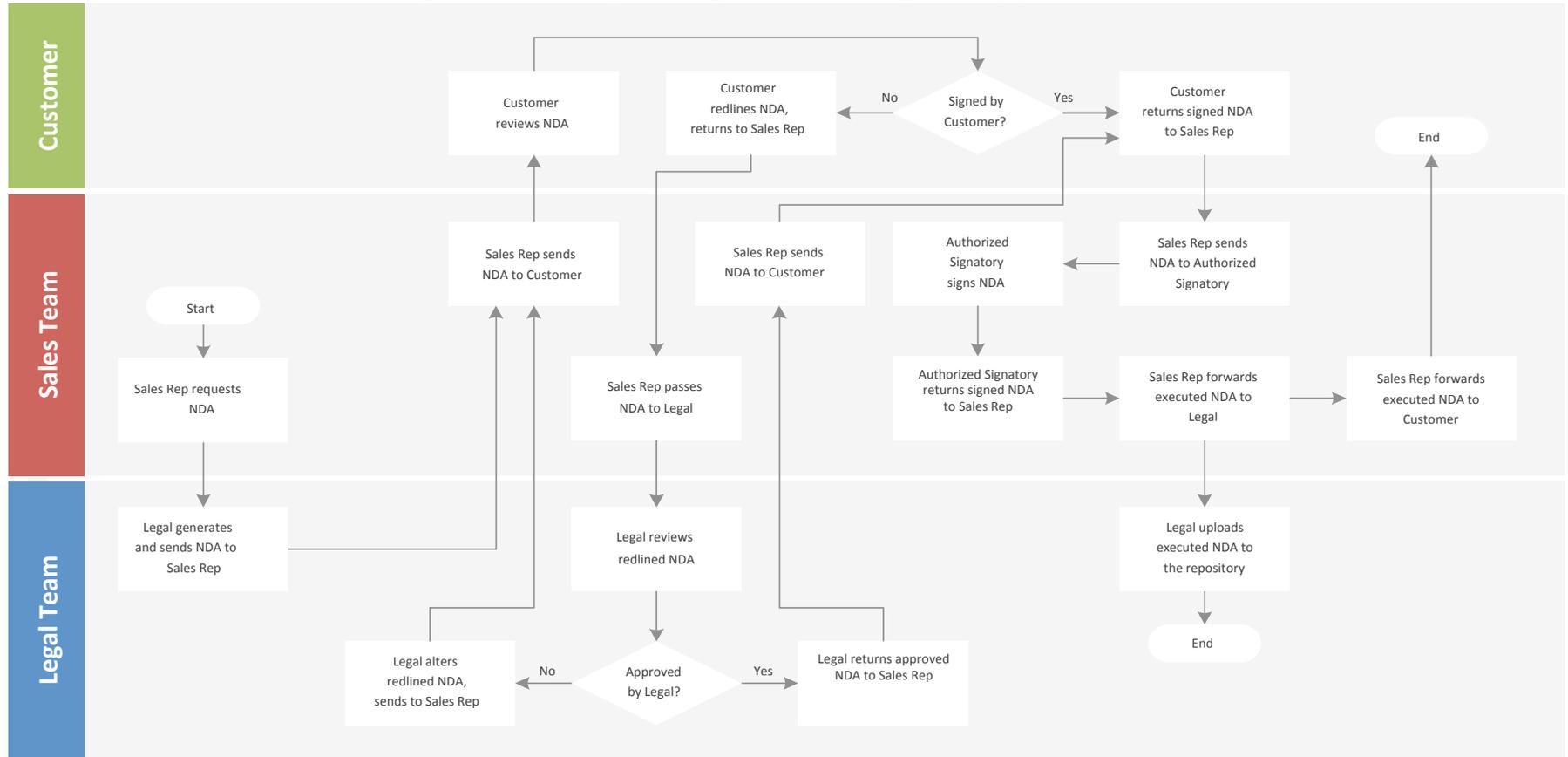
Opportunity

- Reduce cycle time.
- Improve credibility of legal department with the business.



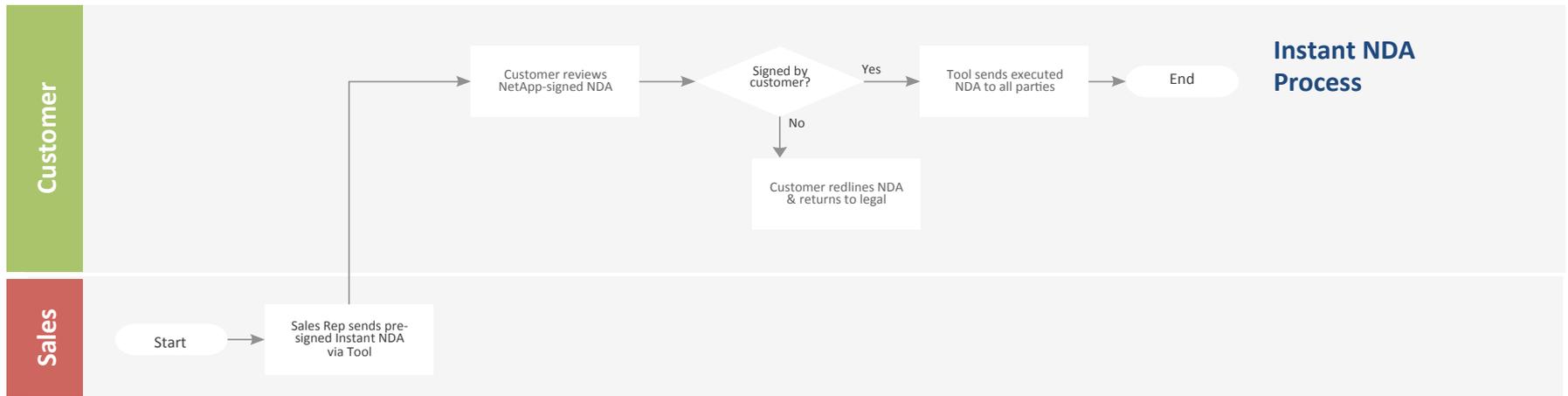
Process “before”

Turn Around Time average = 3-5 days. High touch legal support.



Process “after”

85% now processed via Instant NDA process.



ACC LEGAL OPERATIONS Results

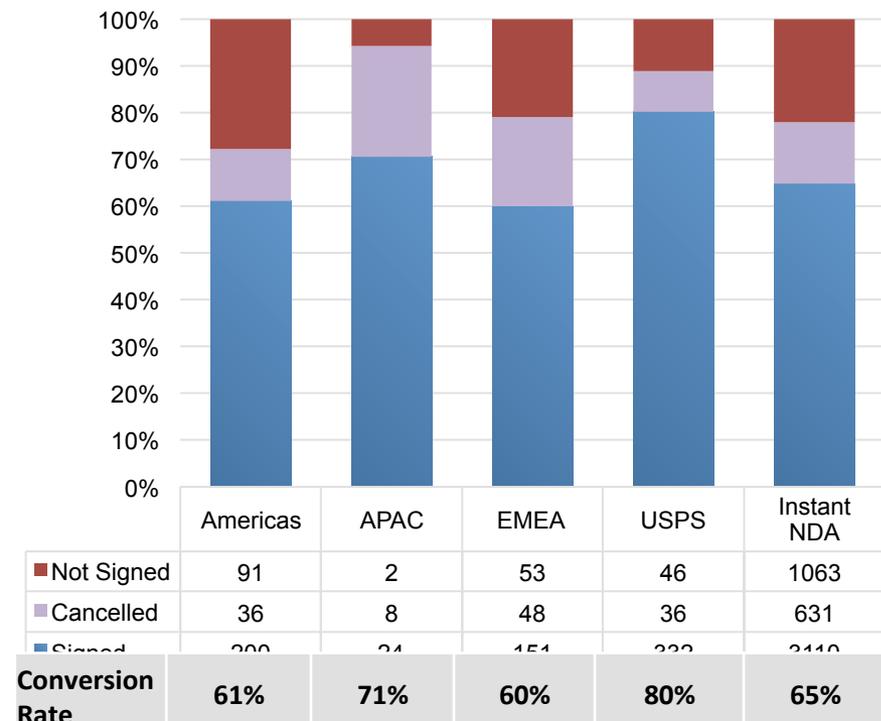
Before

- Average time to execution: **3-5 days**
- Average hours of negotiation: 4 days x 8 hours per day = **32 hours**

After

- Total Instant NDAs signed: **3,110**
- Total Legal hours saved: **99,520**
- **Over 47 years** saved in turn around time!

NDAs: Jan 1, 2012 to March 25, 2015



Electronic Signature Growth

Approximately \$2+ Million Savings from Implementing Electronic Signatures



Agreements
signed in 2014

Agreements signed
in 2012

Our Journey



Source: Placeholder

Hired outside counsel to draft the policy

 **Document Type**

 **Governing Law**

Sample Policy

	Policy	Global Policy for Authorized Form of Signature (Wet, Electronic, or Digital Signature) <small>Version 1.0</small>
<p>1.0 PURPOSE</p> <p>The purpose of this Global Policy for Authorized Form of Signature (the "Policy") is to specify the form of signature (i.e., Wet Signature, Electronic Signature, and/or Digital Signature) that is authorized when executing/signing certain documents on behalf of "Company", and "Company" subsidiary legal entities, and to set forth the review and other requirements associated with executing those documents. This Policy does not address who within "Company" is authorized to sign a document, or when or what a person may sign; those are specified in other "Company" policies and procedures, including but not limited to the Revenue Contract Signature Policy, the Global Procurement Contract Review and Signature Authority Policy, the Global Professional Services SOW Signature and Review Policy and the Global Professional Services Operations Policy.</p>		
<p>2.0 CUSTODIAN OF THIS POLICY: The "Company" Legal department. For inquiries regarding Approved Documents or Governing Law, or other questions related to electronic and digital signatures, contact Legal Operations at legalops@Company.com.</p>		
<p>3.0 POLICY</p> <p>This Policy is global in scope and applies to all "Company" and "Company" subsidiary legal entities in all geographic regions in which those "Company" entities and "Company" subsidiaries operate. Unless another "Company" policy or procedure expressly provides that a particular Signature Method is required, this Policy governs all Approved Documents that require a signature, execution, or any other act to memorialize the parties' intents to be legally bound to the terms of such document. If the applicable document is an Approved Document, the Authorized Method is identified in Exhibit A for the applicable Governing Law. <u>If the document to be executed is not an Approved Document or the applicable Governing Law of such document is not listed in Exhibit A, then the party executing such document must consult with the Custodian of this Policy to determine which Signature Methods are authorized.</u></p>		
<p>4.0 DEFINITIONS</p> <p>4.1 "Approved Document" means the following types of documents:</p> <ul style="list-style-type: none"> (a) Any HR Documents for the countries specified on Exhibit A; (b) Any "Procurement Legal Documents," as such term is defined in the Global Procurement Contract Review and Signature Authority Policy, Version 1.0 (or such later version); (c) Any "Revenue Contracts," as such term is defined in the Global Revenue Contract Signature Policy, Version 1.3 (or such later version); (d) Any "Engagement Documents" or "PS Subcontractor Agreements" as such terms are defined in the Global PS SOW Signature and Review Policy, Version 6.1 (or such later version); (e) Any type of contract that is: non-revenue generating, NDAs/confidentiality, in-bound technology, content or services (including technical development), pre-release/beta, evaluation agreements; (f) All subsidiary intercompany contracts, (e.g., research and development, commission agency and subcontracting services agreements), which will be between two or more "Company" entities; and (g) Any internal documentation or certifications, (e.g., Quarterly VP Certs, Quarterly SOX Self Assessments, etc.); (h) Any amendments, addenda, appendices, SOWs, exhibits, schedules, etc., to any of the documents listed in Sections 4.1(a) – 4.1(f) above. (i) The following are <u>not</u> Approved Document Types: <ul style="list-style-type: none"> I. Any HR Documents for any countries <u>not</u> listed on Exhibit A; II. Any legally required consumer (i.e., non-business) notices (such notices may be specific to the theater or jurisdiction, and contain additional requirements such as a pre-consent requirement, notice 		

Change Management

Slow

to...

Fast

to...

Tipping Point

Organizations and Use Cases

Legal



1. Instant NDA (17 templates)
2. Sales agreements – Revenue and Non-Revenue
3. Law Firm onboarding
4. VP Certifications
5. IP NDA
6. Any document that needs a signature

Finance



7. GSS – Procurement Contracts (IntelliSource)
8. SOX - Quarterly certifications
9. Tax – Intercompany service agreements
10. Corporate Card Authorization Agreement
11. WPR – Electric Vehicle Waivers

IT



12. Information security
13. SOWs
14. Contracts
15. Approvals
16. Security Policy approvals – EISC sign offs

HR



17. HR Operations – HR Offer Letters
18. HR Operations – NDAs
19. Global Mobility – Secondment Agreements
20. Great Place to Work – Photo Audio Release Forms

NetApp Capitol Solutions



21. Leasing agreements

Supply Chain



22. Supply Chain & Software Licensing Contracts

Organizations and Use Cases

Professional Services Ops



23. CDP SOWs

Product Management



24. DTA Loaner Agreement

Quote-to-Invoice



25. Enterprise Data Management – Approval documents

Executive Admins



26. Agreements that need to be signed by the executives they support

Marketing



27. Global Alliance Agreements

Sales



28. Customer Proof of Concept NDA

Digital signatures are...

fast

secure

legal

Electronic signatures are...

Simple to implement

with a

Crazy High ROI

Electronic Arts Inc. TAP Into The Possibilities



Yuka Tzavaras
June 2015

Legal Ops Objectives

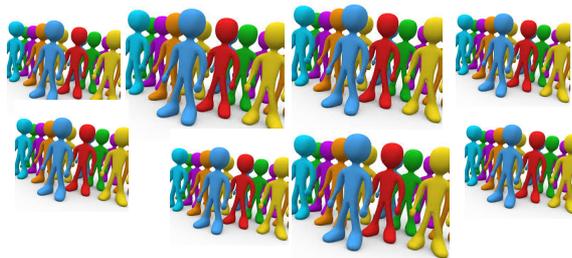
- To get docs to the business faster
- Legal to focus on complex or high value deals
- Legal Ops to focus on high value projects
- Reduce system administration burden

Where we are today.



A lot of great wins but...

- Many tools
- Varying processes
- Confusing to the business
- Many support teams and various support models
- Increasingly challenging to manage it all



Advantages of TAP (Transaction Automation Platform by)

- Built-in e-signatures
- Self-service forms to third-parties (no sign-in required)
- Configurable platform
 - Build workflows, not applications
 - Integrate to internal tools
 - SSO
- Easy admin tools for self-management
 - Keep up with ever-changing processes easily & quickly
 - Reduce dependency on external developers and IT
- Unlimited
 - Workflows
 - Forms
 - Data fields
- Innovative and customer-focused partner

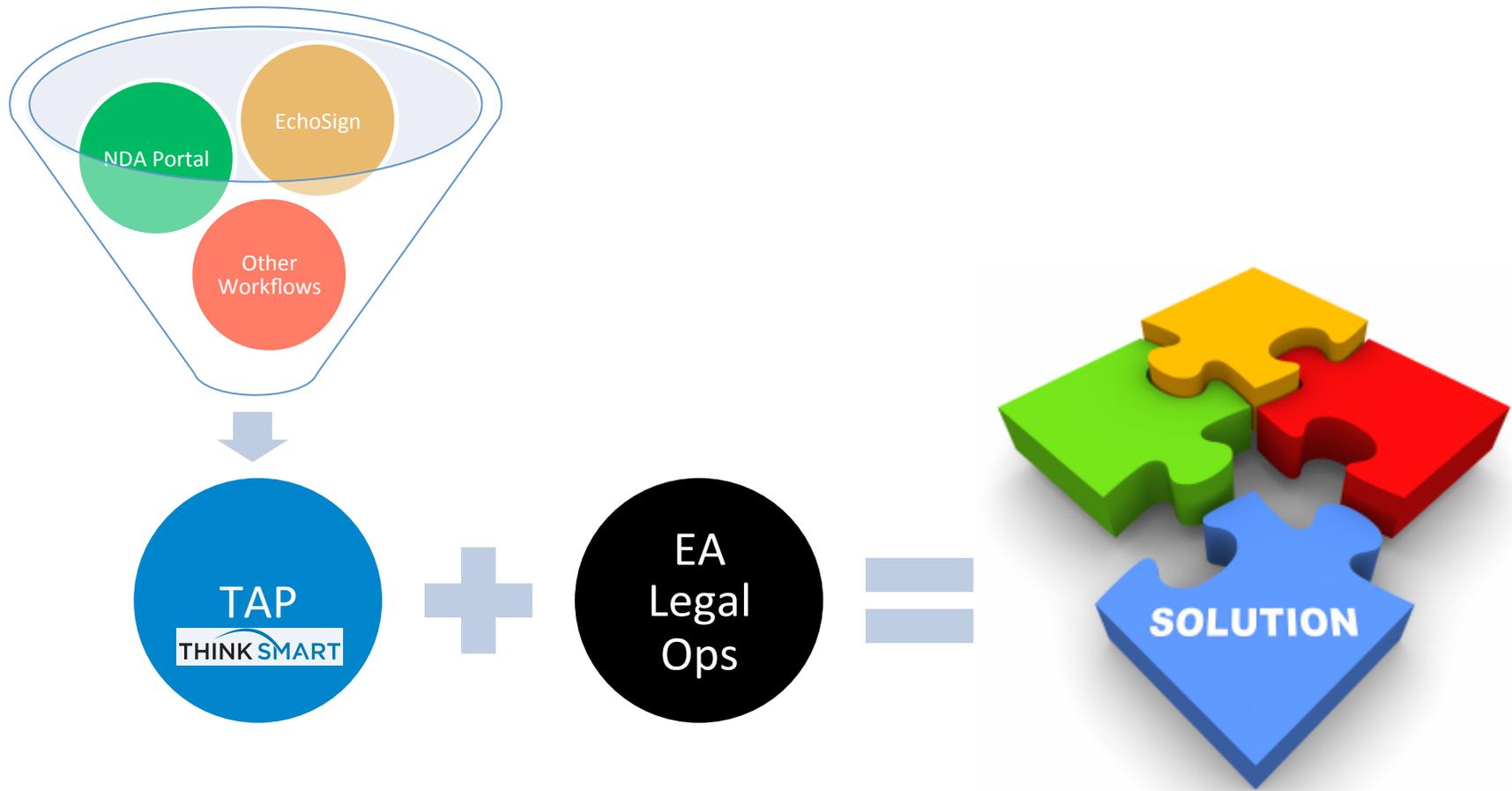
You are only limited by your own imagination.

TAP into the possibilities



- E-signatures our way
 - Controls
 - Permissions
- Self-Service
 - NDAs
 - Releases
 - CLAs
- Streamline onerous processes
- Less hand-holding

Consolidate



Example: CLA

EA Legal approves

Contributor License Agreement

Electronic Arts Inc. Contributor License Agreement

Thank you for your interest in Electronic Arts Inc. ("EA") open source projects. In order to clarify the intellectual property rights granted with Contributions from any person or entity, EA must have a Contributor License Agreement ("CLA") signed by each Contributor. This license is for your protection as a Contributor as well as the protection of EA and not change your rights to use your own Contributions for any other purpose.

Contributor's Full Name: *
David Alashvili

Contributor's GitHub ID: *
1223

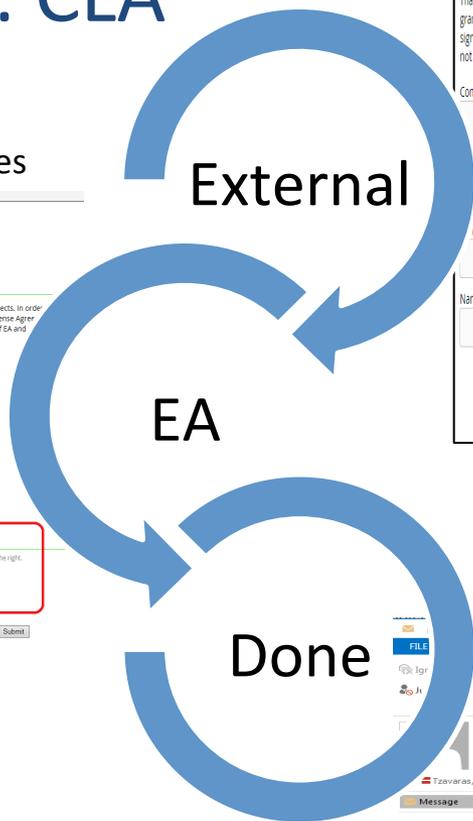
Contributor's Email Address: *
alashvili@gmail.com

Name of First EA Project You Will Contribute To: *
David Alashvili

Open Source Team Use Only

To view the e-signed CLA download a pdf copy from the Attachments tab located to the right.
Is the e-signed CLA acceptable?
 Yes
 No

Submit



External party fills and e-signs

Electronic Arts Inc. Contributor License Agreement

Thank you for your interest in Electronic Arts Inc. ("EA") open source projects. In order to clarify the intellectual property rights granted with Contributions from any person or entity, EA must have a Contributor License Agreement ("CLA") signed by each Contributor. This license is for your protection as a Contributor as well as the protection of EA and not change your rights to use your own Contributions for any other purpose.

Contributor's Full Name: *

Contributor's GitHub ID: *

Contributor's Email Address: *

Name of First EA Project You Will Contribute To: *

Submit

Thank you for your interest in EA open source projects. Please e-sign the Contributor License Agreement below.

When e-signed the agreement will be reviewed by a member of the EA Legal Department and if validated, you will receive a copy in an email however you can also download a copy from this page. In the event that the e-signed agreement is not validated you will receive an email requesting you to e-sign another agreement with a valid signature.

Please feel free to close the browser when you are done.

Thank you,
EA Legal Department

Adobe Document Cloud / eSign services

[DEMO USE ONLY] EA - Individual CLA (Final) with ES t...

Electronic Arts Inc.
Contributor License Agreement ("Agreement")
<https://pdf.ea.com/licenses/>

Thank you for your interest in Electronic Arts Inc. ("EA") open source projects. In order to clarify the intellectual property rights granted with Contributions from any person or entity, EA must have a Contributor License Agreement ("CLA") on file that has been signed by each Contributor, indicating agreement to the license terms below. This license is for your protection as a Contributor as well as the protection of EA and its users; it does not change your rights to use your own Contributions for any other purpose.

Full Name: Yuka Tsavaras
(optional) Public Name:

Start

McAfee E-mail Scan

Ignore Delete Reply Forward All Move

Delete Respond

Thu 5/7/2015 11:55 AM
default.electr
Signed EA CLA for your files

To: Tzavaras, Yuka

Message [DEMO USE ONLY] EA - Individual CLA (Final) with ES t...

Thu 5/7/2015 11:55 AM
default.electr
Action Required: Thank you for your interest in contributing to EA open sou...
You will receive a separate confirmation email when you h...
Thank you,
EA Legal Open Source Team

In case you haven't done so alre
Contributor's Full Name: test
Contributor's GitHub ID: yuka

Attached a copy of the signed CLA you have previously

default.electronicarts@email.dev.thinksmart.com Signed EA CLA 1

Custom email notifications

Mindmaps:
A Multipurpose Productivity Tool
for
Legal Operations Professionals

Greg Stern
ACE Group

Agenda

- What is a mind map?
- What are they good for?
- Best mind map apps

What is a mind map?

A mind map is a diagram used to visually organize information.

Wikipedia

“[Mind maps are for] visually looking at ideas and their connections and relationships with each other.”

David Sparks

A Mind Map is a powerful graphic technique which... harnesses the full range of cortical skills – word, image, number, logic, rhythm, color and spatial awareness – in a single, uniquely powerful manner.

Tony Buzan



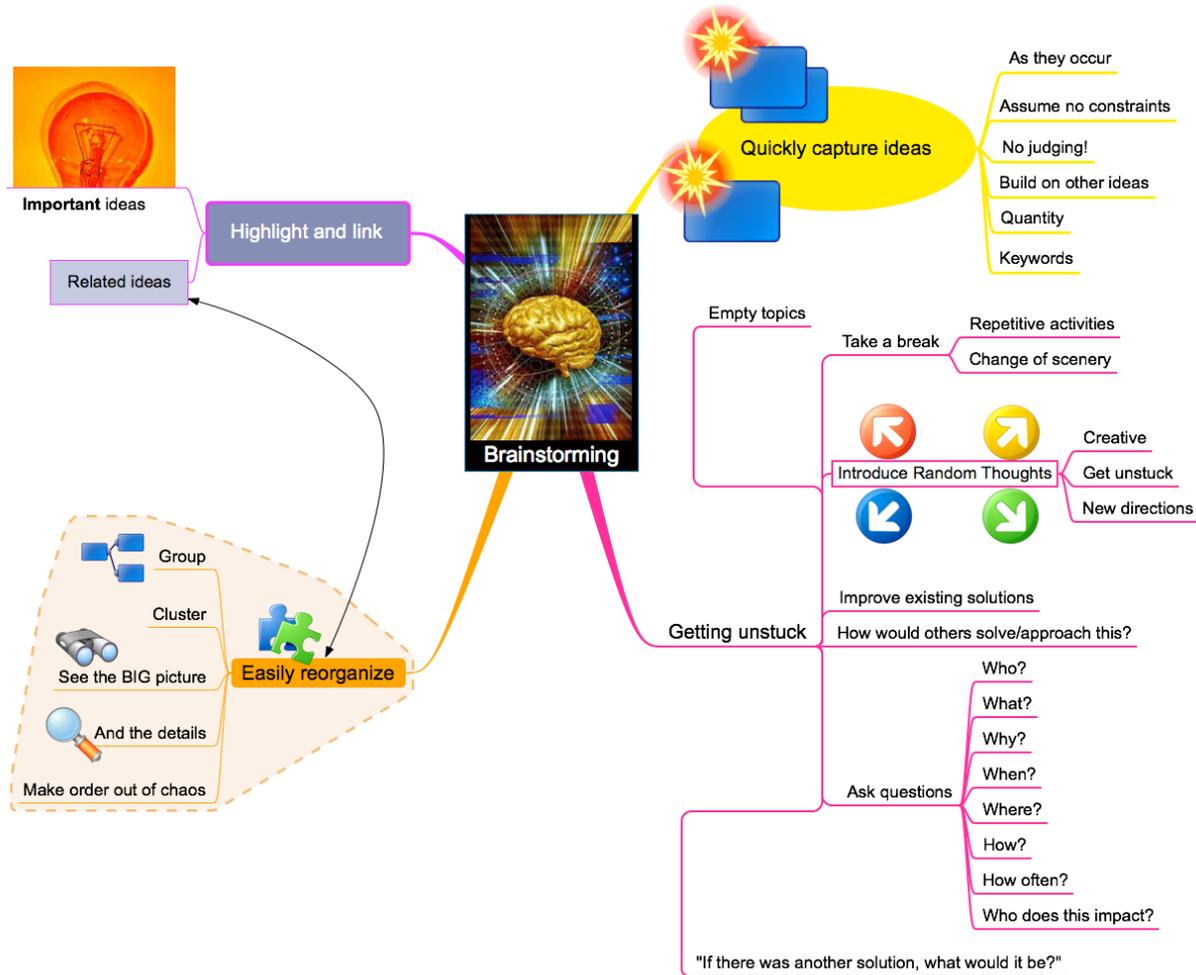
What are they good for?

Many, many things. Here are just a few:

- Brainstorming/whiteboarding
- Checklists
- Project/task management
- Process mapping
- Content creation (white papers, presentations, etc.)

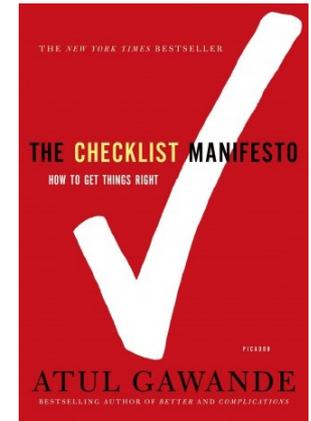
Benefits of Brainstorming

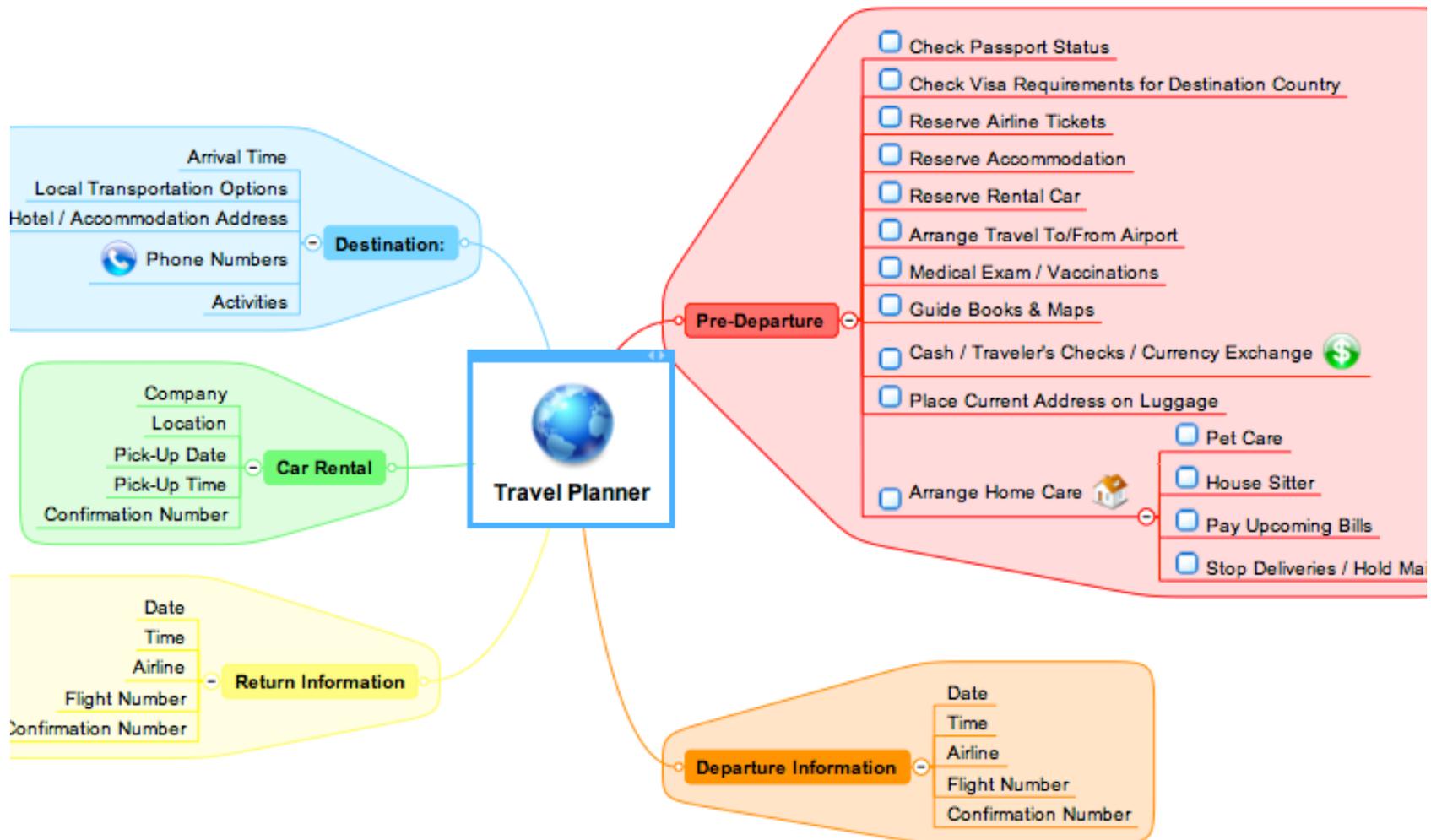
- Problem solving - a great way to come up with new ideas
- Impact analysis and decision making - visualize the alternatives
- Project management - develop a more understandable and complete plan
- Team building - foster shared discussions and innovation



The benefits of checklists

- In emergency or other high pressure situations we all have some ADHD
- Atul Gawande's *Checklist Manifesto*
- Promotes consistency and thoroughness
- The use of shared and honed checklists by LegOps Pros could be a rising tide, raising all boats

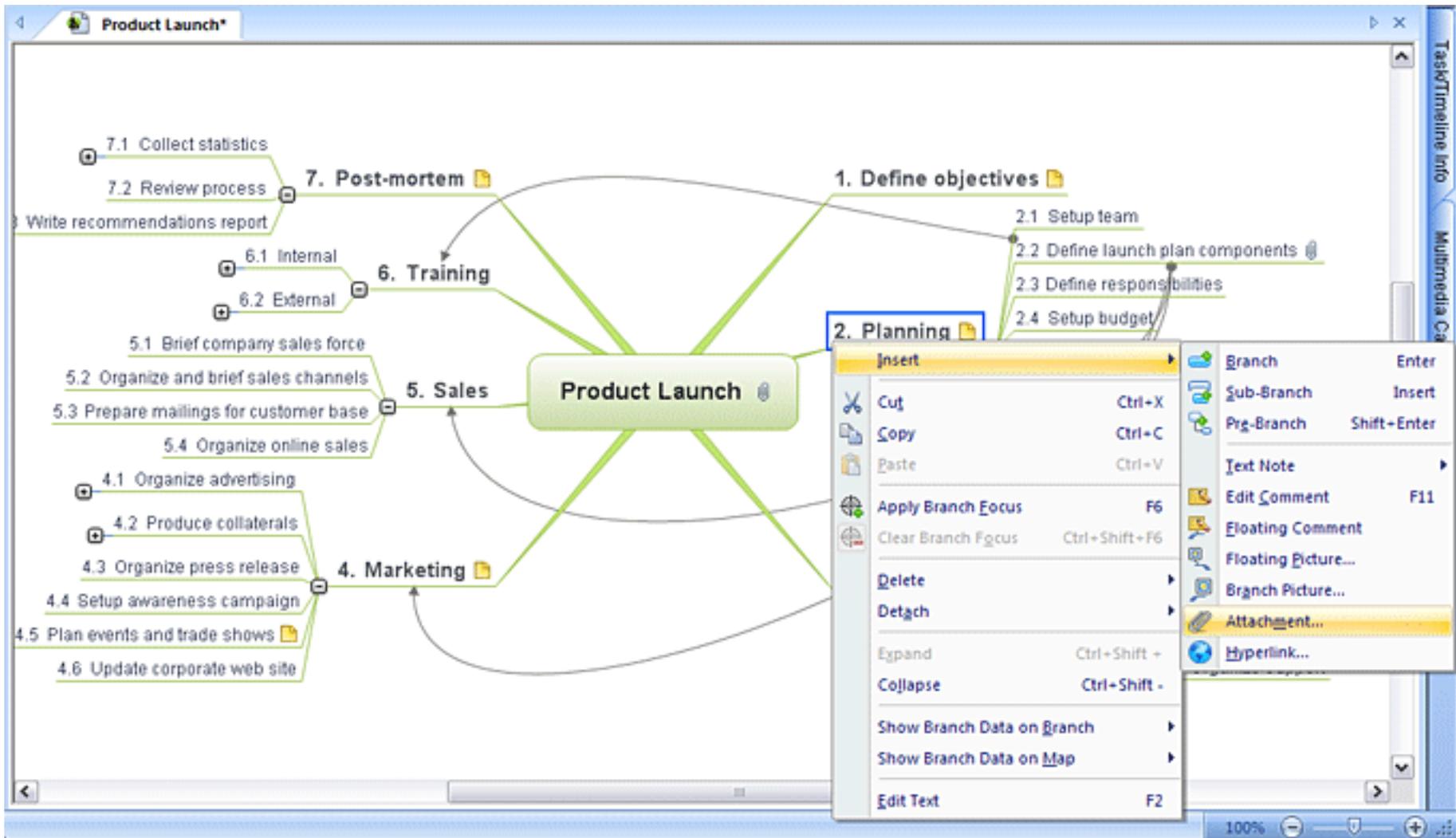


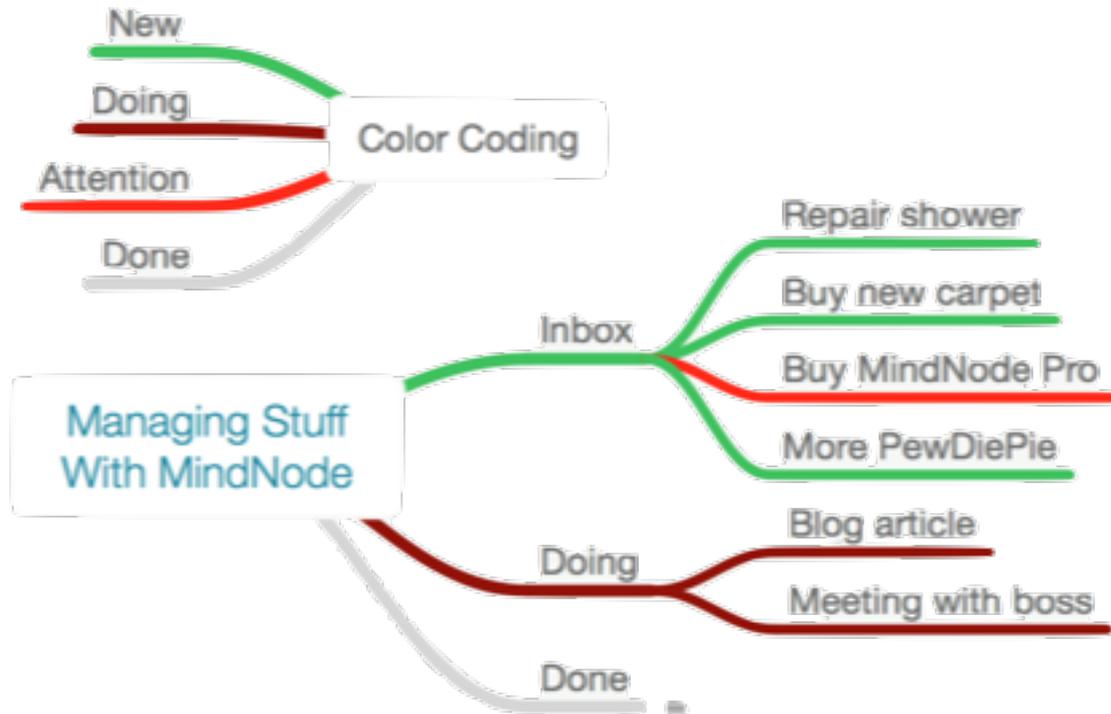
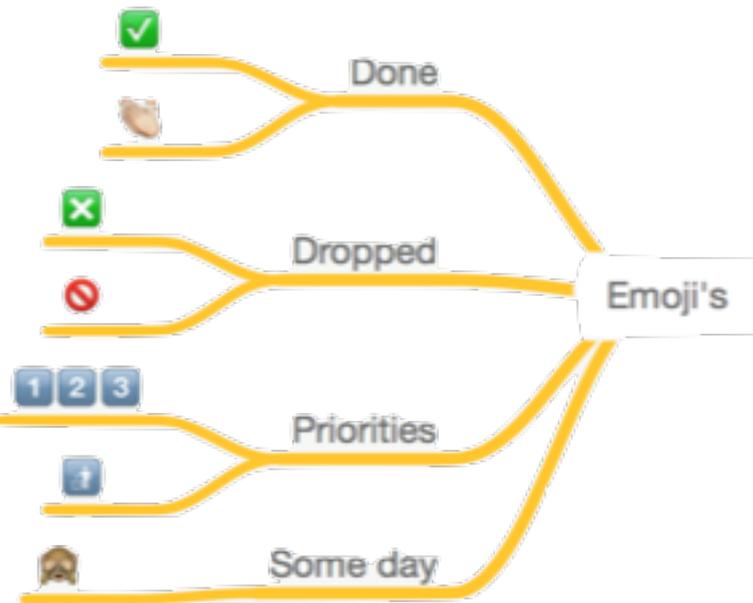


Benefits of Project/Task Management

Makes you better at:

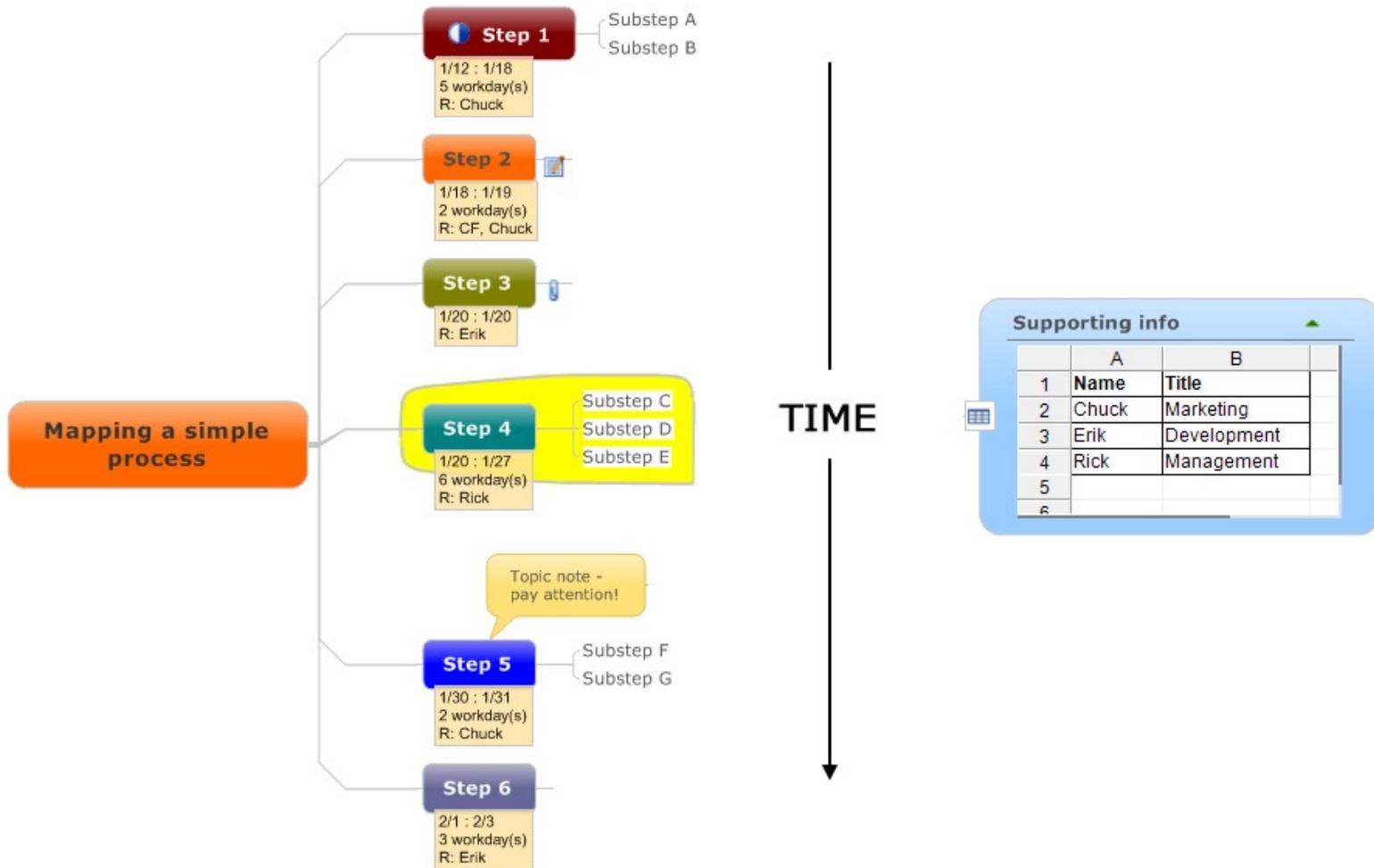
- Understanding scope
- Keeping things on track
- Troubleshooting
- Predictability
- Progress reporting
- Time management





The benefits of process mapping

- You can't assume that everyone's processes were consciously designed
- You may only think you know what your processes are
- Process mapping lets you:
 - Pinpoint missed friction or failure points
 - See the big picture
 - Eliminate unnecessary steps
- Better work allocation and collaboration
- Better controls, better auditing
- Better training
- Share best practices



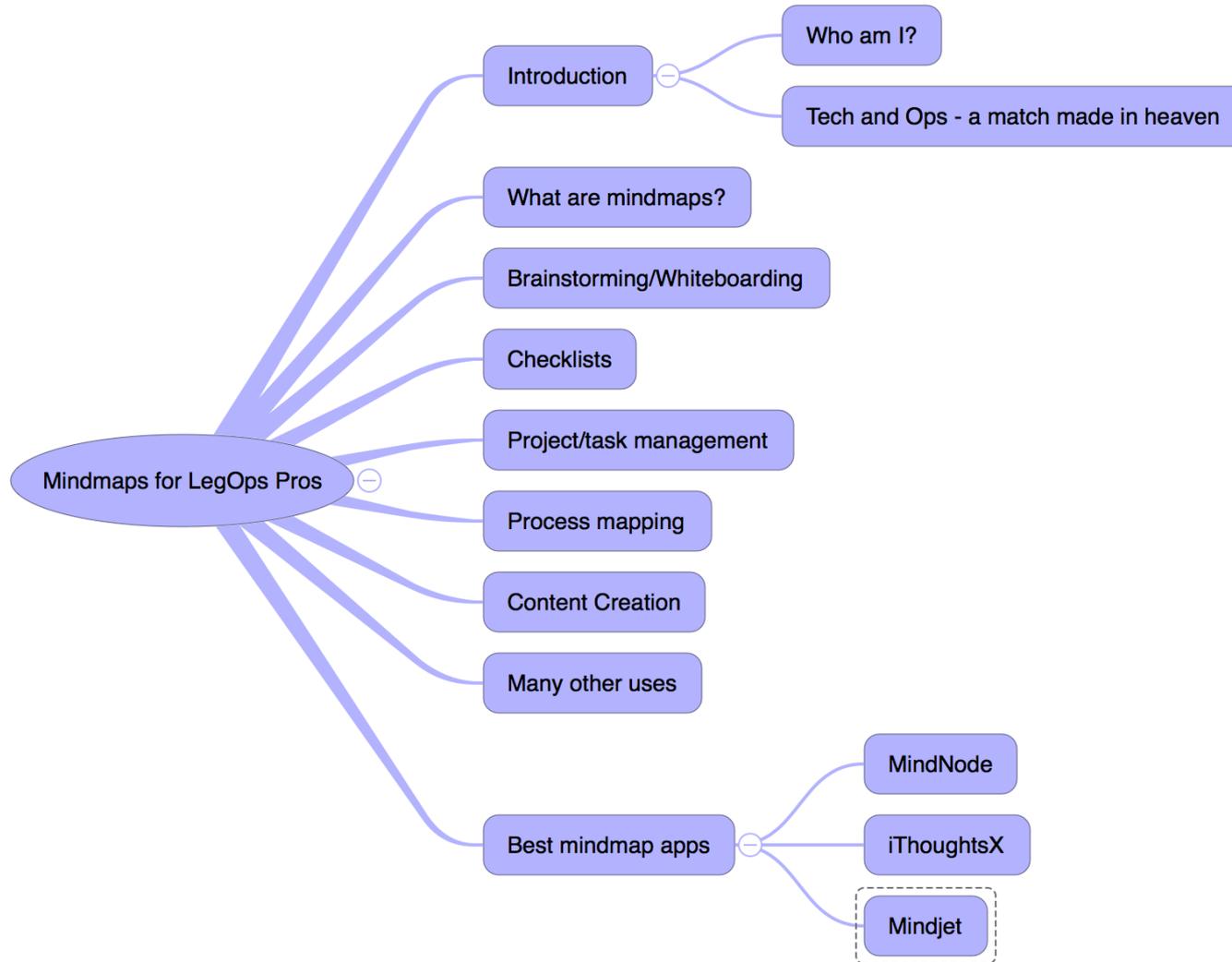


Content Creation – Writings and Presentations

- Developing good skills and using good tools
 - Nobody is born with good writing or presentation skills – training and practice help, but so do good tools!
- Developing good workflows - e.g.:
 - Mind mapping, leading to
 - Outlining, leading to
 - The final product

My workflow for content creation





Topic

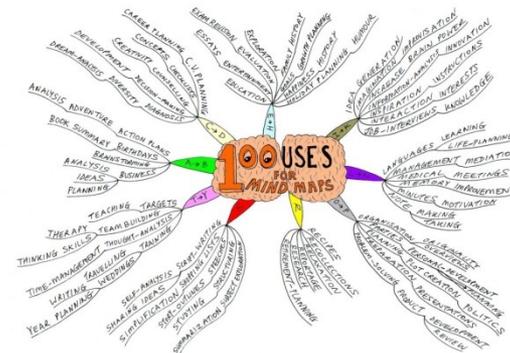
- ▼ Mind Maps for LegOps Pros
 - ▼ Introduction
 - Who am I?
 - Tech and Ops - a perfect combo
 - What are mindmaps?
 - Brainstorming/Whiteboarding
 - Checklists
 - Project/task management
 - Process mapping
 - Content Creation
 - Many other uses
 - ▼ Best mindmap apps
 - MindNode
 - iThoughtsX
 - mindjet

Mindmaps
a Multipurpose Productivity Tool
for
Legal Operations Professionals

Greg Stern
ACE Group

There are a myriad of other uses for mind maps

- Decision analytics
- Knowledge management systems
- Document management systems
- Note taking
- Business plan development
- Many, many more



© Paul Foreman <http://www.mindmapinspiration.com>

Tools of the Trade

Key attributes of good personal tech tools

- Portability and accessibility
 - “The best camera is the one you have with you”
- Cross-device type and cross-platform
- Cloud synced and backed up
- Appropriately shareable
- They suit the way *you* work!

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