





Kyle Bahr in (He/Him) • 1:45 PM

Hey Dan, I wanted to introduce Max to you. Max just graduated from W&M Law, and turned to legal after a career in Computer Science. He hopes to combine the two as he enters the legal world. I think you two might have some really interesting conversations!

Max, I'll let you take it from here, you guys just holler if you need anything from me!

-Kyle

Project ID/Name	Tool(s)	Technology Type	Current Status	Problem	Solution	Quick Implementation	Proficient User	Project ID/Name	Tool(s)	Technology Type
SharePoint Navigation & Organization Training	SharePoint	Organizational Software	Integrated but underutilized	Team wastes significant time searching for documents across multiple locations	Direct SharePoint access with proper search techniques and folder organization	and mobile access	Uses search instead of browsing, understands permissions, shares appropriately	SharePoint Navigation & Organization Training	SharePoint	Organizational Software
Document Management & Version Control Training	SharePoint/OneDri ve/Teams	Organizational Software	Integrated but inconsistent usage	Version chaos with "final_final_v3" naming, documents scattered everywhere	Enforced naming standards and lifecycle management	Week 1: Create naming standards ([Date][Type][Matter]_v##_STATUS) Week 2-3: Train team on version control and permissions Week 4: Monitor compliance and provide support Key Success Factors: Check-in/check- out discipline, clear lifecycle path	Follows naming conventions, uses proper platforms for each stage	Document Management & Version Control Training	SharePoint/On eDrive/Teams	Organizational Software
PDF-XChange Editor Proficiency Training	PDF-XChange Editor	Document Software	Introduced but Improperly Integrated	Productivity loss after Adobe Pro removal	Comprehensive training on PDF-XChange features	Week 1: Map Adobe features to PDF- XChange equivalents Week 2: Core functionality training with practice Week 3: Advanced features and legal- specific tools Key Success Factors: Classic View setup, OCR understanding, redaction skills	independently	PDF-XChange Editor Proficiency Training	PDF-XChange Editor	Document Software
Microsoft Forms & Planner Training	Microsoft Forms/Planner	Productivity Software	Integrated but inconsistent utilization	No standardized intake, tasks tracked in email	Forms for collection, Planner for task management	Week 1: Create form templates and Planner boards Week 2: Connect Forms to Planner tasks Week 3: Train team and deploy Key Success Factors: Standard buckets, consistent labels, automated workflows	Creates forms, manages tasks in Planner, tracks workload	Microsoft Forms & Planner Training	Microsoft Forms/Planner	Productivity Software

## MEASURE WHAT MATTERS

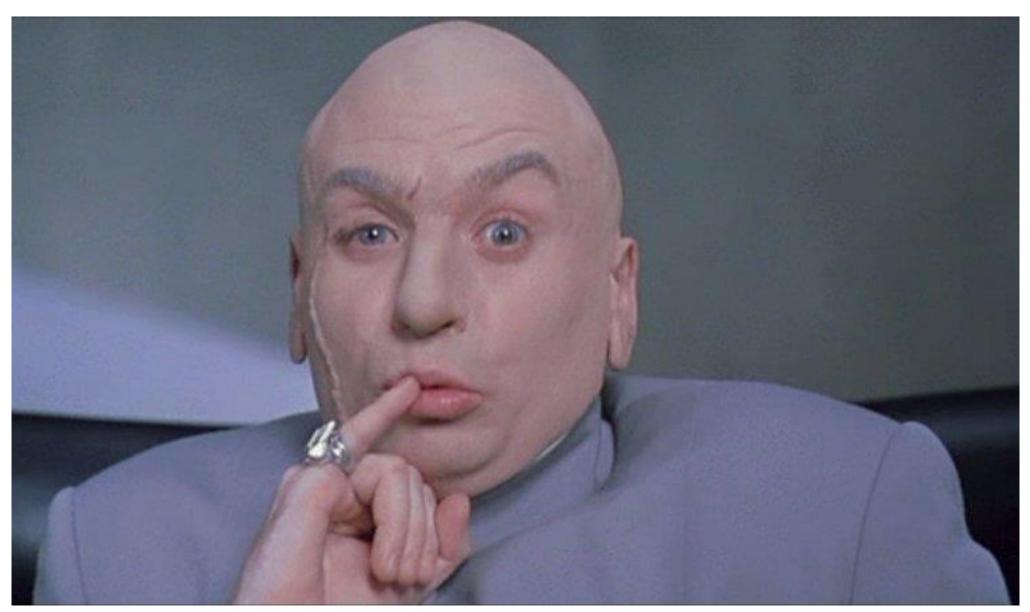


## MEASURE WHAT MATTERS





- 13.5% decrease in legal spend from 2023 to 2024
- •42.7% decrease in legal spend from 2024 to 2025 YTD
  - Over \$1M YOY reduction in spend
- •50.4% decrease in legal spend from 2023 to 2025 YTD



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