



WHITE PAPER

# Achieving Focused Review

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Document review in eDiscovery is all about speed, accuracy, and efficiency. In the traditional linear approach, documents are reviewed without regard for conceptual relevance; it can be a costly and slow process of sifting through thousands or even millions of potentially irrelevant documents to locate the much smaller relevant and privileged subsets requiring closer attention. The inherent inefficiencies lead to squandered time and dollars, as well as the risk of inaccurate interpretation and inconsistent tagging of documents.

In order to help increase throughput for clients and reduce their costs, while promoting the accuracy of their document tagging, cutting-edge advanced analytics is implemented into review platforms to encourage a more focused review of documents. By letting the analytics engine do the “heavy lifting” of analyzing the documents’ content and organizing them based on conceptuality, clients can redirect their time and energy to locating the truly responsive and relevant documents. The real question becomes, how to convince professionals who are more familiar and comfortable with linear review to embrace analytics-driven focused review?

Altep – who used CAAT from Content Analyst for their analytics technology - started where most people might—by explaining to their clients how the technology creates the efficiencies they were promoting. Reviewing conceptually similar documents contiguously is the essence of focused review. Because the reviewer’s attention does not have to switch back and forth between vastly differing themes, topics, and concepts, she can stay more mentally focused and make document decisions more quickly and accurately. Focused review even allows her to make a single decision for many documents, because the analytics software indicates strong conceptual overlap among the documents. This is where review speeds and accuracy accelerate dramatically. In linear review, it would take a team of reviewers an enormous amount of time simply to organize the documents conceptually, but in an analytics-enhanced review, the software does it in a very small fraction of the time, with little or no human intervention.

They then combined this powerful advanced analytics technology with some enhancements of their own. By providing review managers with a single-click method of assigning conceptually similar documents to individual document reviewers (called To Do Lists) and then tracking review progress, they further encouraged focused review. Additionally, the combination of conceptuality and workflow management allows review managers to deliberately push batches of related documents to reviewers with the expertise best suited to the content. It’s easy to explain the efficiencies gained with that approach—get the right documents in front of the right reviewer.

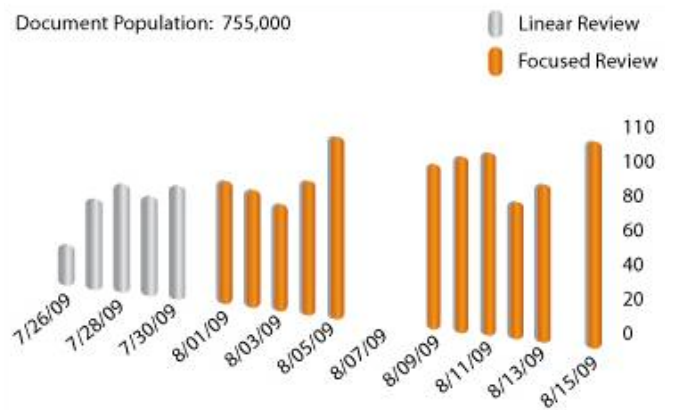
Explaining is one thing, but nothing works quite like showing the desired results on real client data. In one case, a client had 755,000 documents to review in three weeks. During the first week of the review, the client did not use analytics to organize the document assignments. For that period, the average review rate was 46 documents per hour. At this rate, the completely linear review would have taken 16,413 total hours, distributed across the entire review team. Cost for the review would have been \$672,933, not including project and review management expenses.

Fortunately, the client shifted to focused review after the first week of the project. The average review rate for the remaining two weeks nearly doubled, to 78 documents per hour, and on several of those days the average rate topped 100 documents per hour.

Had the client used focus review for the entire project, the time required to review the entire population would have been 9,679 hours, distributed across the review team. The cost would have been slightly more than half of the cost of a traditional linear review, at \$396,859.



Importantly, the review platform provided complete logging and auditing of all document decisions. Robust reporting allowed the client to see performance increases as the review progressed, and to perform a detailed analysis of outcomes at the conclusion of the project. Having experienced the difference between traditional linear review and analytics-driven focused review—in terms of both time and cost—the client had a newfound appreciation for the focused review, commenting that by using focused review techniques, the total cost of the project was nearly half of the cost of an equivalent traditional review project.



## About Altep:

Altep, Inc. is a leader and innovator in the fields of professional document management, electronic discovery and litigation support. Headquartered in El Paso, Texas, Altep entered the litigation support market in 1994 as a digital trial presentation company. Over the last sixteen years, our services have evolved to encompass consulting, imaging, domestic coding, large-scale electronic data, paper and magnetic media discovery, web repository hosting, computer forensics and complex data conversion. Additionally, through our strategic partnership with SuperiorReview, we are able to provide managed review services to assist organizations with projects of all sizes.

The review platform mentioned in the article is Inspicio®. Developed by the Research and Development team at Altep, Inspicio® is a powerful, scalable and flexible document management and review platform that combines traditional review tools with exciting new features and capabilities. Workflow management via To Do Lists, robust reporting, and an elegant integration of conceptual analytics technology driven by Content Analyst's CAAT engine have afforded Altep's clients significant time- and cost-savings in data-intensive cases nationwide. To learn more about Inspicio® or any of Altep's other discovery processing and management services, visit [www.altep.com](http://www.altep.com), or e-mail [info@altep.com](mailto:info@altep.com).

## About Content Analyst Company:

Headquartered in Reston, Virginia, Content Analyst® is a leader of advanced search tools and technology. Content Analyst's software, which includes patented Latent Semantic Indexing technology, provides concept-based search and advanced document analysis for a wide range of customers, from highly-classified intelligence installations to world-class eDiscovery providers. To learn more, visit their website at [www.contentanalyst.com](http://www.contentanalyst.com), or email [info@contentanalyst.com](mailto:info@contentanalyst.com)