

## PERSONAL DETAILS

### Andrew Haslam

Married, two non-dependent children  
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## PROFESSIONAL SUMMARY

Andrew is one of the UK's leading independent litigation support consultants with full knowledge of all the strategic and practical elements of every stage of the EDRM model. He has been in contract Project Manager posts in the legal environment since April 1997, working for law firms including; Slaughter and May, Lovells, Masons, Wragge & Co, Berwin Leighton Paisner, Reynolds Porter Chamberlain, Geldards, SJ Berwin, Mishcon de Reya and Hugh James. He has a wide range of IT experience gained from 10 years with 3 Systems Integration companies, and 2 years of his service in the Army. Whilst successfully delivering complex projects, he has also run business units, being responsible for up to 20 people and an annual turnover of £1.3 M. He started his professional career by serving 12 years in the Army, during which time he gained an Honours IT degree, was responsible for a £400K logistics IT support project, and left with the rank of Captain.

Andrew is skilled in all aspects of project management, with optimum use of his abilities found in the roles of board level liaison, programme/project management, interfacing with users and top level briefings or seminars. He has specific skills in Electronic Data Disclosure (EDD), knowledge and document management consultancy, requirements capture using RAD techniques, analysis and Technical Design Authority (TDA) roles, web and intranet development and a variety of legal IT software products including Ringtail, IntroSpect, Concordance, iConnect, Ontrack Inview and Carpe Diem.

Since September 1997, Andrew has worked part time at Lovells, where he runs an IT litigation support group controlling 3M records with 15M images spread across 60 databases using 5 different technologies. He is responsible for the daily activities of a team of six, providing strategic consultancy advice as well as project implementation and on-going maintenance. During 2001-2, Andrew's group implemented a Knowledge Management system using the Ringtail software suite along with a series of bespoke modules which has underpinned two successful projects for external clients, resulting in significant new business.

He has also carried out long term assignments for other law firms including; the deployment of Carpe Diem in Slaughter and May and RPC, implementation of Knowledge Management software at Slaughter and May, production of PMS reporting modules at Masons, provision of advice on litigation support software to Wragge & Co and EDD consultancy to firms including BLP, RPC, Geldards, SJ Berwin, Mishcon de Reya and Hugh James.

Andrew has developed a reputation as one of the UK's experts on Electronic Disclosure and has spoken at a number of industry events, including running the EDD sessions at the Legal IT Forum conferences for the past six years. He is a regular speaker on EDD and Litigation Readiness at UK and US conferences.

See the "News and Views" section of [www.allvision.co.uk](http://www.allvision.co.uk) for more information on Andrew's most recent assignments, conferences and publications.

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## **EDUCATIONAL/PROFESSIONAL QUALIFICATIONS**

68-75	Moseley School, Birmingham,	8 x O's, 4 x A's
76-77	Military Academy, Sandhurst	Officer training
79-82	Military College of Science, Shrivenham	BSc in Applied Science (2.2)

## **SKILLS OVERVIEW**

Software: Unify, Ingres, Oracle, Informix, BRS/Search, Topic, Documentum, Acrobat, Interleaf product set, Saros's Mezzanine & Law Librarian, Concordance, JFS JazzNotes, IntroSpect, SilverStream, HTML/web page construction, Netscape Server and Browser, Ringtail, Hummingbird, Carpe Diem, iConnect, Ontrack Inview.

Office Tools : GroupWise, MS Office, MS Project, Exchange, Outlook.

Project Management: PRINCE II, PROMPT, SUMMIT D, SSADM.

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## **EMPLOYMENT HISTORY**

### **1997 - Date Allvision Computing**

#### Feb 98 - Current : Lovells - Manager of IT Support Group

Andrew was retained by Lovells to take over management of the area that he was working within, becoming responsible for a team delivering IT to a Lovells' Industry Group advising three major international clients. He is responsible for co-ordinating all activities of the group who provide a range of services covering litigation support, the discovery process and use of a highly secure WAN. Overall, the group looks after 3M records with 15M images spread across 60 databases using 5 different technologies.

As well as these duties, Andrew was also responsible for the design and implementation of a replacement text and imaging system which employed Concordance in conjunction with JFS JazzNotes. In 1999 he was an integral part of the deployment of a £1.8M IntroSpect project and the Lovells' technical manager in an implementation of an international JFS Litigator's Notebook system. During 2000, he worked with a Lovells' partner in the design and implementation of the web site [www.lovells.com/Arbitration](http://www.lovells.com/Arbitration), a drafting aid for the production of international arbitration agreements.

During 2001-2, Andrew's group implemented a Knowledge Management system called "KM Suite" using the Ringtail software along with a series of bespoke modules which underpinned two successful projects for external clients, resulting in significant new business for Lovells.

Andrew has been involved in Electronic Disclosure from the very start of this new phase of litigation requirement. He was the first UK attendee on Kroll's certification courses for both Standard (June 2004) and Advanced (March 2006) EDD training.

#### Sep 06 - Current : Provision of EDD advice and consultancy

Since being recognised as one of the UK's leading EDD practitioner's, Andrew has provided a range of advice and consultancy via presentations, seminars and ad-hoc consultancy, to a number of law firms, including BLP, RPC, Bird & Bird, Geldards, Hugh James, SJ Berwin, Clyde & Co, Berrymans Lace Mawer, Mishcon de Reya, Lewis Silkin and Thomas Eggar.

Jun 09 - Present - Project Manager of large scale disclosure collection for a Consumer Goods Manufacturer

Andrew is managing the collection and processing of 1TB of electronically stored information (ESI) and about 10,000 paper files for a consumer goods manufacturer facing multiple global litigation assaults and risk management issues. The project is expected to take 18 months to complete and encompasses all elements of the EDRM model. Andrew is employing PRINCE II principles to coordinate a 20 person project team drawn from the client, their law firm and three external vendors. He has been responsible for the running of a six figure procurement exercise to select external ESI and scanning suppliers, and is now looking after the key initiation stages of the project.

Andrew has overseen the planning and implementation of complex collection and processing phases, leading into relevance and privilege review exercises. He is tracking the flow of files through a sophisticated workflow that is taking advantage of the latest functionality in a variety of litigation support software tools. The role has called upon all of Andrew's EDD knowledge and sees him once again at the forefront of litigation support developments in the UK.

Nov 08 : Oversaw ESI disclosure exchange for Hugh James

Andrew was asked by Hugh James to oversee the exchange of electronically stored information as part of the disclosure process. Andrew worked with the vendors being used by both parties to ensure the exchange of information was carried out on-time and in a mutually agreeable format. He fielded all technical queries and ensured the process was as smooth and trouble free as possible.

Jun 08 – Aug 08 : Development of EDD Strategy for Mishcon de Reya LLP

Following on from a three similar assignments Andrew was asked to assist Mishcon de Reya in reviewing their existing procedures and tools for EDD and to revise their electronic disclosure strategy. He conducted a series of interviews with key personnel, coupled with a review of existing tool and procedures, and produced a document detailing a revised strategy for the firm.

Jan 08 – Mar 08 : Development of EDD Strategy for RPC LLP

Following on from a two similar assignments Andrew was asked to assist RPC in reviewing their existing procedures and tools for EDD and to revise their electronic disclosure strategy. He conducted a series of interviews with key personnel, coupled with a review of existing tool and procedures, and produced a document detailing a revised strategy for the firm.

Nov 07 – Dec 07 : Development of EDD Strategy for a London Law Firm

Following on from a similar assignment for SJ Berwin, Andrew was asked to assist a London Law firm in reviewing their existing procedures and tools for EDD and to revise their electronic disclosure strategy. He conducted a series of interviews with key personnel, coupled with a review of existing tool and procedures, and produced a document detailing a revised strategy for the firm.

Aug 07 – Oct 07 : Development of EDD Strategy for SJ Berwin LLP

Andrew was asked to assist SJ Berwin in reviewing their existing procedures and tools for EDD and to revise their electronic disclosure strategy so that it was able to meet the looming challenges in this area. He devised a questionnaire based approach to obtain user

requirements, supplemented this with workshops and a review of existing tool and procedures, and produced a document detailing a revised strategy for SJ Berwin.

Jun 06 - Sep 06 : Reynolds Porter Chamberlain

Andrew provided consultancy to RPC for a Litigation Support project. After determining the appropriate product to meet the user's requirements, Andrew oversaw the entire project, controlling the work of the scanning and coding bureau, the hosting organisation and the interaction with the legal team. Though the initial scope was a purely paper based exercise, an EDD element was identified towards the end which effectively doubled the case volumes overnight. Andrew managed the stresses this surge in volume created upon the loading process, and ensured the smooth and success implementation of the support environment.

Aug 04 - Mar 05 : Berwin Leighton Paisner

Andrew was retained to provide support and consultancy on litigation support issues, whilst BLP recruited an in house replacement for the previous incumbent. As well as delivering Ringtail consultancy, Andrew also developed a strategic approach for managing the significant challenges posed by Electronic Data Discovery (EDD) and assisted BLP in implementing the measures he identified, specifically on BLP's first EDD project. For this, Andrew devised and oversaw a procurement exercise which selected both the EDD partner for the particular project and also a panel of suppliers for future work. The project was successfully completed within very challenging timescales and led to the UK's first provision of on-line disclosure.

Jan 04 : Wragge & Co

Andrew provided detailed advice to Wragge & Co on all aspects of litigation support software as part of the firm's evaluation of their requirements in this area.

May 03 - Aug 03 : Reynolds Porter Chamberlain

Andrew oversaw the implementation of Carpe Diem at RPC. He coordinated a 6 person project team comprising both RPC and Tikit personnel, and introduced a project management methodology which has formed the basis of RPC's standards in this area. Andrew produced a project scope document which formed the blueprint for the main project and was responsible for all elements of the very successful deployment including Pilot and Main roll-out.

Jan 03 - Apr 03 : Berwin Leighton Paisner / Elite

Andrew worked on behalf of Elite at Berwin Leighton Paisner (BLP), conducting a comparative review between the two web based time recording modules produced by Elite and Carpe Diem. He also carried out a short exercise for BLP comparing Ringtail with the Summation product.

Nov 01 - Dec 02 : Slaughter and May - Replacement Time Recording system (Carpe Diem)

Following on from his previous assignment with this client, Andrew was responsible for managing the year long project which replaced the in-house produced bespoke time recording system with Carpe Diem. Andrew oversaw the whole exercise including; the production of a formal specification, a competitive tendering exercise and close liaison with Tikit (the selected suppliers) during Pilot and main Implementation. He worked closely with the in-house and external project teams and oversaw the resolution of the more "political" issues which emerged from changing working practices and cultural evolution within the firm.

Apr 01 - Oct 01 : Slaughter and May - Replacement Know How system

Andrew was asked to return to Slaughter and May to act as the Project Manager for the implementation of a replacement Know How system. Andrew controlled a combined internal and external team of some 10 individuals who delivered an infrastructure based on Hummingbird's EIP product with a Knowledge Management "skin" being provided by Tikit's Frontier software.

Mar 01 – Apr 01 : Berwin Leighton – Bid Manager

Andrew was employed in a short project to produce a formal proposal to a client of Berwin Leighton (as was) for the provision of a system to allow them to store, modify and produce property details. Andrew was responsible for the analysis and design of a systems solution and the production of both the formal proposal and a supporting presentation, which he subsequently delivered with the Berwin Leighton team.

April 00 – Dec 00 : Masons – Financial Reports Project

Andrew was initially employed to run a project delivering key management reports from Keystone, the firm's Practice Management Software. This involved interviewing a group of over 20 people, including the Managing Partner, Finance and Technical Directors, to establish the business requirements, and then provide reports written in Oracle which delivered the identified functionality. This required a dedicated technical team of some 5 – 7 people. After 3 months, Andrew was asked to also take on board responsibility for planning and controlling the testing of a major Keystone upgrade, the development of revised processes and programmes to support the Marketing functions in Keystone, and overall co-ordination of all report production within the Masons' Technology group. After nine months, Andrew relinquished this post when a full time replacement was recruited.

Sep 97 - Feb 98 : Lovells - Search and Retrieval System

The purpose of Lovells' Search and Retrieval System was to link millions of images of documents with their textual and numeric codings, allowing fee earners to prepare for potential litigation. Recruited to provide management on a full time basis, as the project approached the beginning of procurement. Responsible for the introduction of a project control structure under the SUMMIT D methodology, modification of the proposed suppliers list, and production of both the supplier's initial questionnaire and detailed response document. Project unexpectedly suspended due to a strategic business decision by Lovells' client.

Apr 97 - Sep 97 : Slaughter and May

Provided project management whilst current incumbent on maternity leave. Responsible for the on-going development of the next generation of Slaughter and May's document management system. Controlled a team of six who were developing a Visual Basic application, to operate in an NT client environment, with a Mezzanine back-end on NT servers. Duties included the management of change control for the current system, production of a Project Initiation Document, co-ordination of the project Working Party and the capture of user requirements via a series of RAD workshops.

**1994 - 1997 SiSL then Syntegra Ltd**

Syntegra is the Systems Integration business of BT. In 1994 Andrew joined Secure Information Systems Limited (SiSL), a subsidiary of Syntegra, as inaugural head of their Document Management Focus Group. During the first two years, Andrew built up a group of

10 analysts, designers and programmers, annually contributing some £750K to the company. In this period he won and delivered a number of projects including the provision of office automation and document management for the Leeds office of Eversheds Hepworth and Chadwick.

SiSL was absorbed by Syntegra in April 1996, and Andrew spent a year managing projects that he was responsible for identifying and winning prior to the merger, particularly the delivery of two Windows NT/Windows 95 office productivity/document management systems to Dibb Lupton Alsop and Shoosmiths and Harrison, a pair of the UK's top law firms. Each of these practices employ over a 1,000 people across a number of UK based sites.

### **1987 - 1994 Kinesis Computing Ltd**

Kinesis was a systems house which specialised in constructing complex document management systems incorporating leading edge technologies such as image processing, workflow, and compound databases in client/server architectures. It was purchased by Coopers & Lybrand in 1996 as the core of their dedicated Systems Integration arm.

Andrew was responsible for all aspects of managing the Government & Medical Division of Kinesis, including sales, project management, and administration. During this period he oversaw the expansion of the division from one to twenty personnel, with a corresponding increase in annual turnover from £286,000 to £1,300,000, some 40% of the company total.

Initially focused on administrative systems for the logistic element of the MOD, he planned and executed a strategic move into the wider Government marketplace and a successful diversification addressing the documentation needs of multi-national Pharmaceuticals companies. As well as a broad base of managerial experience, running the Division gave Andrew detailed specific knowledge in the areas of complex document management systems, sales and project implementation, SSADM and PRINCE.