



Using Your DMS for Knowledge Management

Monday, August 27, 2012 at 2:30 p.m.

A document management system (DMS) can help a firm tackle KM challenges, whether alone or when integrated with other front ends or back-end systems. In thinking about ways to use a DMS for KM, it is helpful to list KM challenges versus DMS options and fill in the blanks with possible solutions.

Below is such a matrix. The session panelists will show examples of solutions for some of the boxes, and will ask for attendee input on others. And as a takeaway, this matrix is designed to help you and your colleagues think through ways to use your DMS for KM.

| KM Challenge | DMS alone | DMS w/ front end | DMS integration | Other option |
|---|------------------|-------------------------|------------------------|---------------------|
| Current case / deal / matter materials | | | | |
| Precedent materials from past cases / deals / matters | | | | |
| Model forms | | | | |
| Client-facing documents | | | | |
| Finding firm experts | | | | |
| How-to's for specific legal tasks | | | | |
| Measuring KM usage | | | | |
| Managing third-party resources | | | | |
| Keeping KM materials current | | | | |
| Automating approval processes | | | | |
| Behavioral change initiatives | | | | |
| Other? | | | | |