

7 Ways to Boost Your Legal Department's Performance

Transform your legal department with HighQ.





HighQ for Legal Departments

Reach the height of efficiency by streamlining legal workflows and simplifying contract management – all whilst working collaboratively internally and with outside counsel.

HighQ is a secure and cloud-based solution for optimising the way your legal department works. Our legal operations platform takes the hassle out of contract lifecycles, documents, managing service requests, matters, outside counsel, and more.

Take performance to new heights today.



Contract management

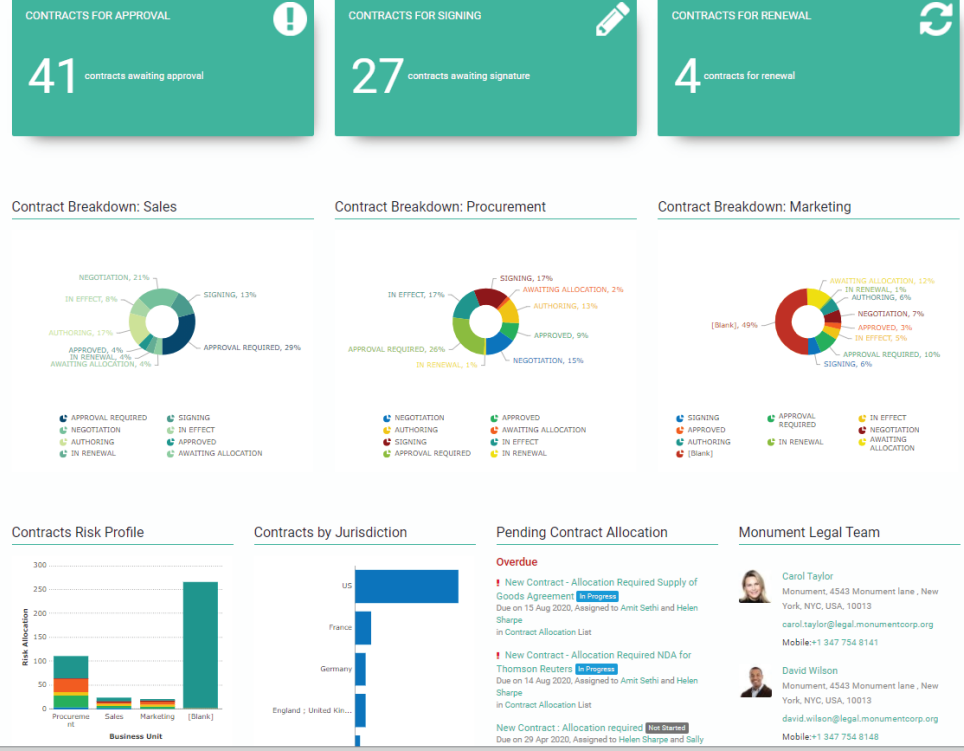
- ✓ secure file sharing
- ✓ contract templating
- ✓ contract drafting and automation
- ✓ approval workflow
- ✓ negotiation
- ✓ digital signature
- ✓ tracking and visualisation
- ✓ integration

<input type="checkbox"/>	Ref. ▾	File ▾	Status ▾	Submitted By ▾	Assigned to ▾	Counterparty ▾	Risk AL
<input type="checkbox"/>	CON-0028	Supply Agreement.pdf	SIGNING	Stuart Barr	Helen Sharpe Kirsty Ramsay	Aldi	
<input type="checkbox"/>	CON-0030	Construction Contract.doc	SIGNING	Matthew Abbott	Steven Scholes	Permalit Ltd	
<input type="checkbox"/>	CON-0033	Commercial Supply Agreement.docx	SIGNING	David Gibbons	David Gibbons	Catalent	
<input type="checkbox"/>	CON-0034	License and Supply Agreement - Teva.docx	SIGNING	David Gibbons	Sharon Williams	Teva	
<input type="checkbox"/>	CON-0035	Manufacturing and Supply Agreement.pdf	SIGNING	David Gibbons	David Wilson	Insmid	
<input type="checkbox"/>	CON-0036	Master Supply Agreement.docx	APPROVAL	David Gibbons	David Wilson	Hospira	



Legal intake & self-service

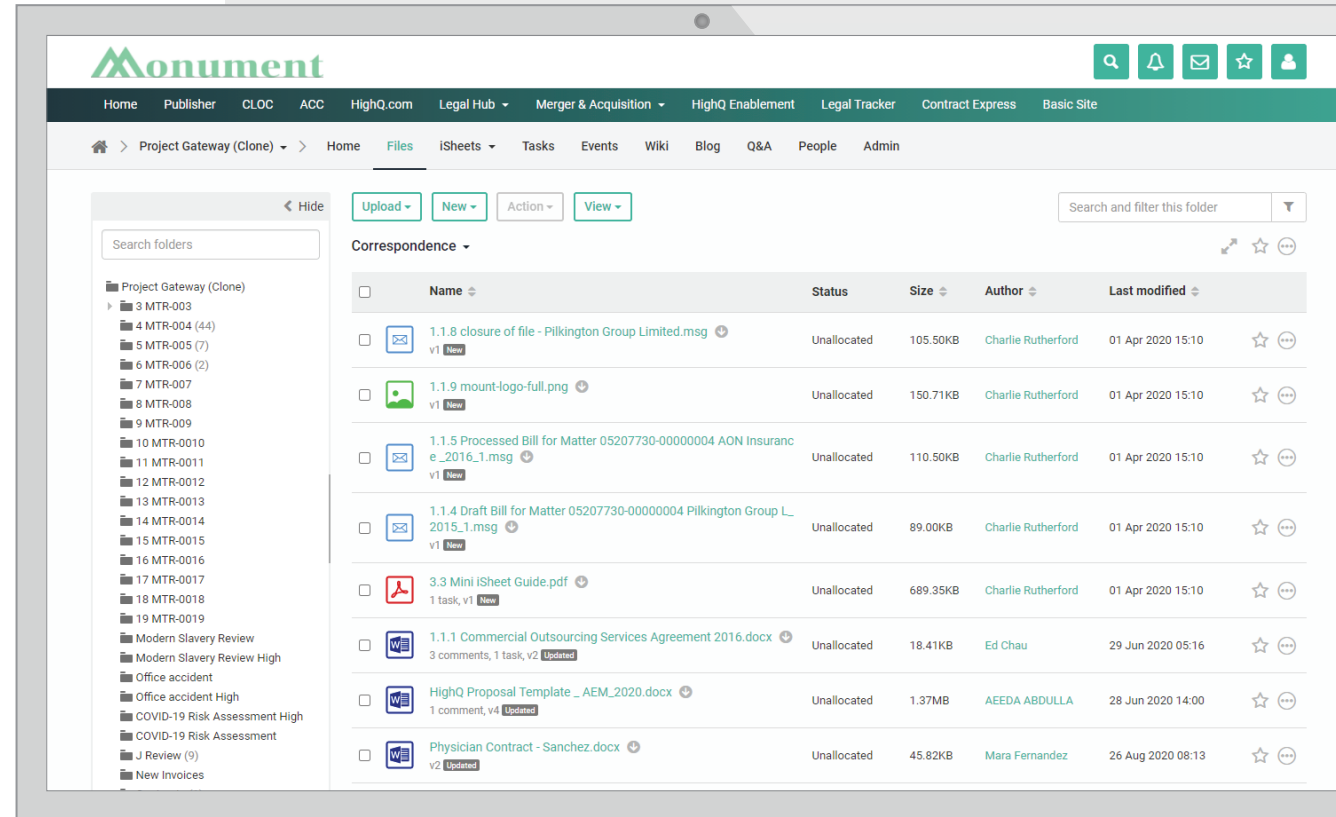
- ✓ matter numbering
- ✓ self-service process
- ✓ enterprise access
- ✓ knowledge portal
- ✓ project management
- ✓ review and approval
- ✓ outside counsel access
- ✓ tracking and visualisation

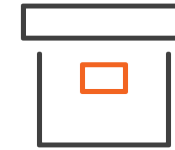




Document management

- ✓ document management
- ✓ document automation
- ✓ version management
- ✓ drafting and negotiation
- ✓ document analysis
- ✓ approval workflow
- ✓ email management





Matter management

- ✓ matter intake
- ✓ automated workflow
- ✓ matter template
- ✓ project management
- ✓ file share and sync
- ✓ vendor management
- ✓ outside counsel engagement
- ✓ tracking and dashboarding

Monument

MATTER INCEPTION (BY MONTH)

Month	Matter Name
March	6
April	6
May	7
June	8
July	5
August	7
September	4
October	2

MATTERS BY OUTSIDE COUNSEL

Donut chart showing distribution by outside counsel: Baker McKenzie, Pinsent Masons, DLA Piper, Latham & Watkins, Addleshaw Goddard, Armstrong Fischer, 1...

MONUMENT LEGAL TEAM

- Carol Taylor
Monument, 4543 Monument lane , New York, NYC, USA, 10013
carol.taylor@legal.monumentcorp.org
Office:+1 716 765 9229
- David Wilson
Monument, 4543 Monument lane , New York, NYC, USA, 10013
david.wilson@legal.monumentcorp.org
Office:+1 716 765 9229

DOCUMENTS

- EXAMPLE NDA.docx
Kirsty Ramsay Updated
- Supply Agreement.docx
Tony Stark New
- Franchise Agreement 2020-2022.pdf
Kirsty Ramsay Updated
- Franchise Agreement 2020-2022.docx
Kirsty Ramsay New

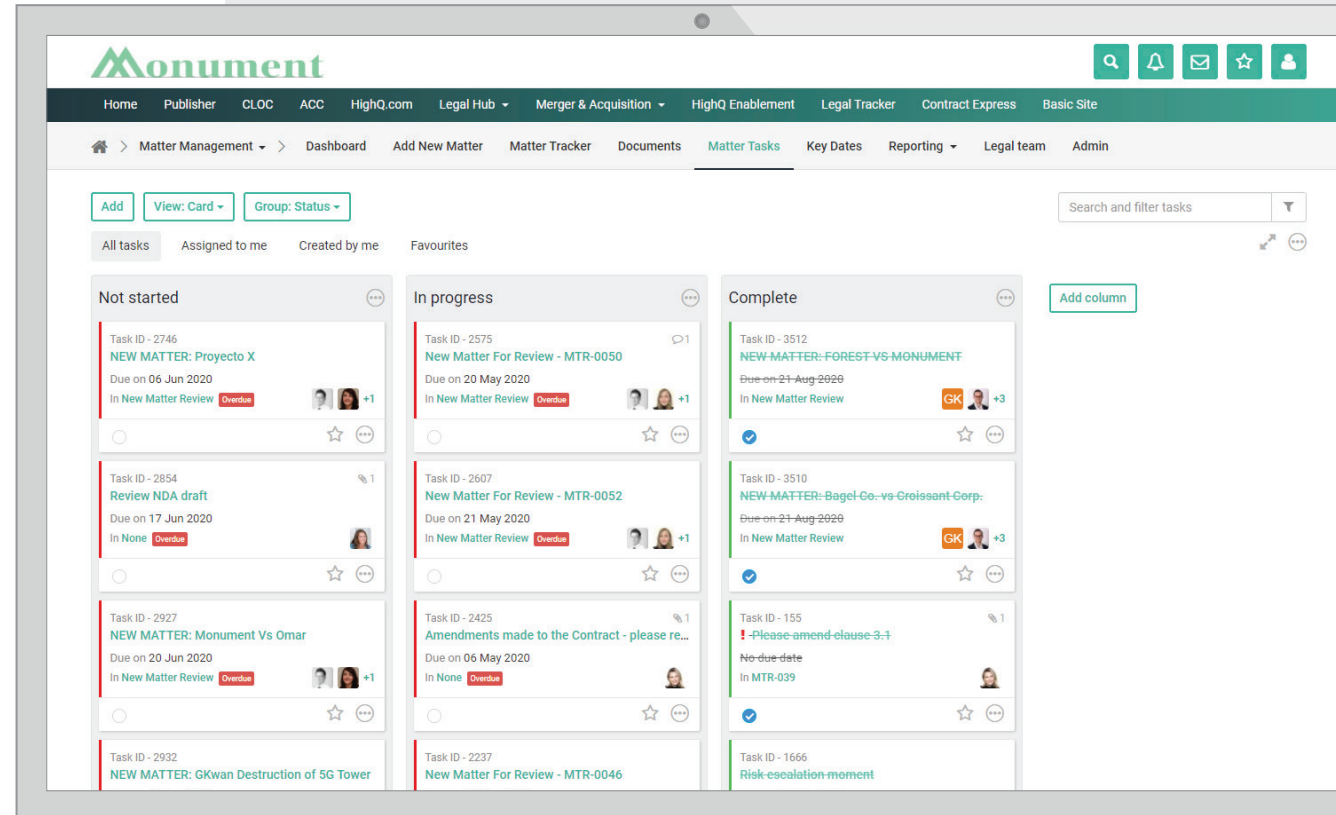
Tasks (Mobile View):

- Task ID - 2746
NEW MATTER: Proyecto X
Due on 06 Jun 2020
In New Matter Review Overdue
- Task ID - 2854
Review NDA draft
Due on 17 Jun 2020
In None Overdue
- Task ID - 2927



Vendor management

- ✓ monitor spend
- ✓ spend management
- ✓ performance measures
- ✓ budget tracking
- ✓ file share and sync
- ✓ knowledge portal
- ✓ tracking and dashboard
- ✓ outside counsel evaluation





Knowledge management

- ✓ intuitive experience
- ✓ powerful search
- ✓ social collaboration
- ✓ knowledge dashboard
- ✓ web forms and workflow
- ✓ publish content in any language
- ✓ efficient sharing
- ✓ connect to expert

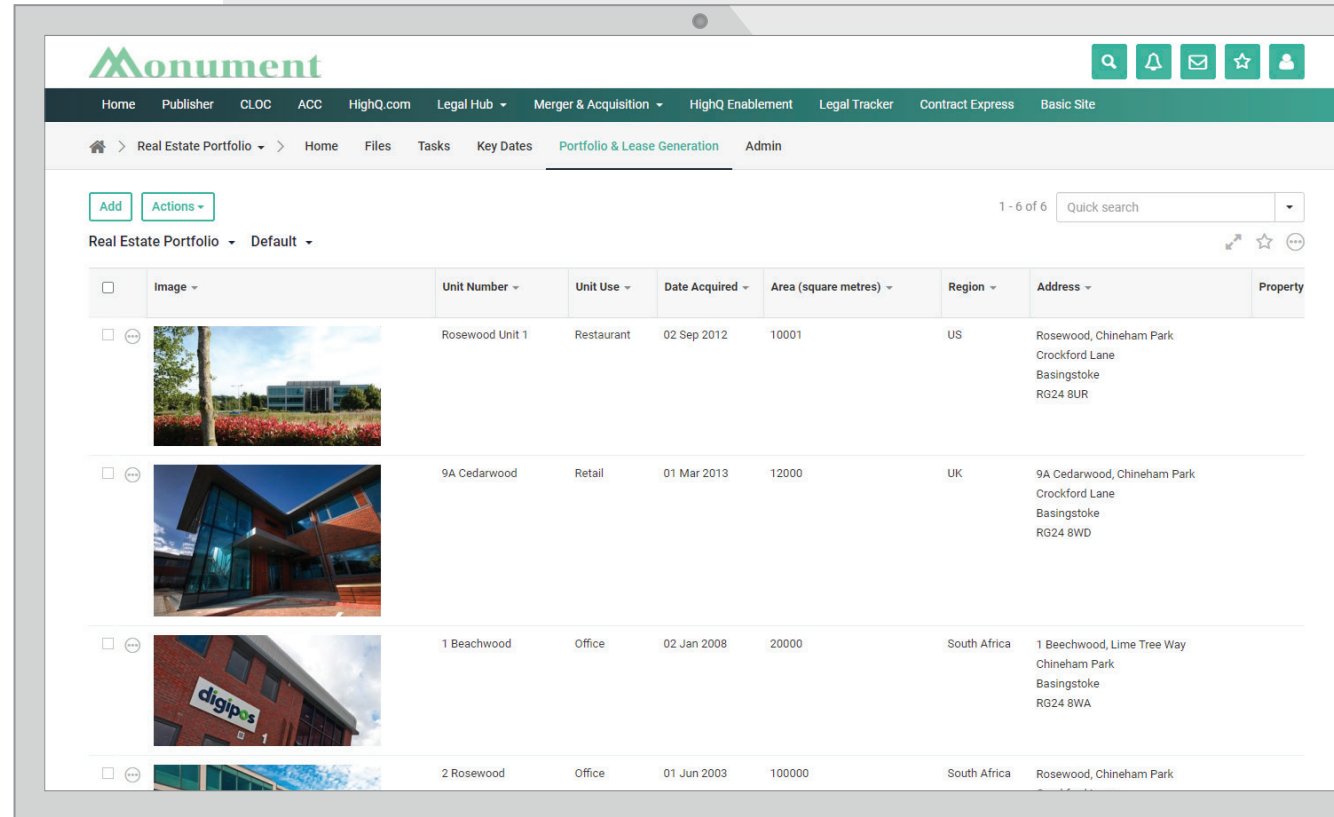
The screenshot shows the Monument Knowledge Management Dashboard. The top navigation bar includes the Monument logo and a search bar. Below the navigation bar, there are several tabs: Home, Publisher, CLOC, ACC, HighQ.com, Legal Hub, Merger & Acquisition, HighQ Enablement, Legal Tracker, Contract Express, and Basic Site. The main content area is titled "Knowledge Management Dashboard" and is divided into several sections:

- Training videos:** A video player showing a man speaking, titled "General Counsel's role i...".
- Tasks:** A section titled "Overdue" with a list of tasks, each with a "Due on 21 May 2020" date.
- Newsfeed:** A section with several news items, including "Narrative reporting: ICSA updated guidance on directors' general duties" and "Duomatic principle: ostensible authority and consent of beneficial owners (Privy Council)".
- Keyword cloud:** A section with a cloud of keywords including "asset purchase", "corporate", "escrow", "indemnity", "insurance", "injunctive relief", "insolvency", "payments", "restructuring", and "warranty".
- Recent files:** A section with a file titled "1.36 SHARE EXCHANGE AGREEMENT American Strategic Minerals Corporation.pdf" (371.96KB, Sally Roberts).
- News & updates:** A section with two news items, each with a profile picture and a title.
- Activity feed:** A section with two activity items, including "Paul McEnery liked a page" and "Retention: Asset purchase agreement: Escrow payment".
- Key Contacts:** A section with a list of contacts.



Team collaboration

- ✓ intranet portals
- ✓ team workspaces
- ✓ file share and sync
- ✓ social collaboration
- ✓ content management
- ✓ knowledge sharing
- ✓ online board rooms
- ✓ employee engagement



Discover HighQ today.

Find out more at legal.thomsonreuters.com.au/highq/corporate-legal

