

Project Approach Worksheet

How to Use This Document:

This document will help think through the type of project that you have and some potential best practices for approaching it with Document Intelligence. Oftentimes the unique needs of your work means that there is no one standard process that will fit it exactly. This document is meant to give you a framework to build out more complex processes.

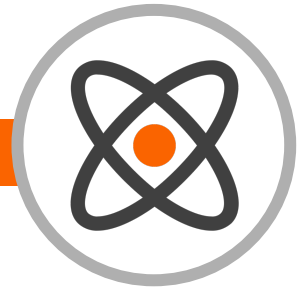
AI Powered Document Review

Benefits:

- No individual document review
- Use Document Intelligence to batch similar language and make broad assertions that cover most cases. (keep in mind that there will always be edge cases that need individual attention.)
- Best for small teams and/or teams with limited time to accomplish their goals.

Constraints:

- Higher risk than other methods listed.
- Should be used with the expectation of getting an 80% answer. The other methods listed below will give you the highest confidence answers.



Hybrid Model or Form Review

Benefits:

- A balance of speed and accuracy. This approach requires some manual review, but still leverages the AI to a high degree.
- Makes use of your expertise and excel reporting capabilities within Document Intelligence
- Best approach if you have a week or two of lead time to complete your project.
- Completable by one or two team members.

Constraints:

- Slightly more time intensive than just relying on the AI
- Some risk involved since not every document will be looked at completely.



Individual Document Review (Manual)

Benefits:

- Low risk as your staff has looked at every document thus providing a higher level of reliability.
- Ideally you have clean data that can be re-used without re-work
- Can be facilitated via Document Intelligence's friendly UI and workflow tools.

Constraints:

- Extremely time, personnel, and resource intensive.
- Adequate lead time needed, oftentimes months or years of work depending on the size of the dataset.



AI Powered Language Review

Review AI Extractions to Make Business Decisions:

This approach allows you to search for key information across your portfolio without having to look at each document.

Time to completion: (Minutes-Hours)

1. Identify operative language, and decision attributes for individuals to populate on document or library item
2. Identify relevant Thoughts to be reviewed and create a bookmark to capture Thoughts across all the documents to be reviewed.
3. Batch similar versions of each of the identified Thoughts into buckets based on their degree of similarity. Use attributes to associate similar language.
4. Assign "batches" of language for review via bookmarks using your workflow attributes
5. Reviewers will move from batch to batch of similar language making updates to the appropriate attributes until complete.



Manual Document Review

Review Each Document by Hand:

This approach allows for the lowest margin of error and risk. You will be reviewing each document by hand and adding Attributes discretely.

Time to completion: (Months-Years)

1. Identify operative language and decision Attributes for individuals to populate on Document or Library attributes. Create Workflow Attributes to track progress and assignments.
2. Create a list of favorite Provisions & Attributes for each reviewer to copy.
3. Create bookmarks that will hold each assigned reviewer's document work queue.
4. Enter the Document View and fill out all required attributes either manually or by leveraging the “confirm provision as attribute” functionality in Document Intelligence.
5. Complete Workflow attribute and move to next document in work Queue.



Hybrid Review or Form Review Model

Use similar language to group documents:

In this model, analysts will organize documents by form. Complete analysis of one document will result in standard attribute(s) that can be pushed across the larger dataset. Time to completion: (Days Weeks)

1. Identify documents with poor OCR that will need to be reviewed by hand. Do this using the Dashboard or by searching for documents that are missing standard language or provisions. i.e., assignment language in a lease.
2. Create the attributes that need to be confirmed, a attributes to capture the form name, and a fact to capture review workflow.
3. Search for unique language to find documents with high degree of similarity. Bulk edit a unique name or identifier into the form name fact.
4. Using the relational Library tool, look at all documents related based off the form name attribute, and use Library/Document attributes to review thumbnails and confirm they are the same form. If not, open the individual documents and erase the form name fact from that document. When done, bulk change workflow fact to "form assigned" and continue assigning the rest of the documents to the appropriate forms.
5. When done reviewing the form set, review an example of the documents to determine all the facts that need to be reviewed and then bulk edit those attributes to the remainder of the labeled forms.

