Good information governance is a game changer.

Over time, stored information loses value, grows increasingly complex, and becomes a liability rather than an asset. Good information governance practices will solve that problem.

Why choose us

We've always been ahead of the game. MT>3, formerly Wortzmans, has been providing information governance and e-discovery expertise since 2007 as one of the first law firms in North America to specialize in technology and law. We pride ourselves on delivering creative, efficient, and cost effective advice and services.

Our team will help you:

– **Increase Efficiency**   – **Mitigate Risk**   – **Protect your Reputation**

Our strategies

INITIAL ASSESSMENT AND DATA MAP	– Assessing your organization's current practices, policies and standards
	– Inventorying existing digital information sources, summarized in an easy to read "information data map"
GAP ANALYSIS	– Identifying areas for improvement and providing recommendations for processes, practices, and technology solutions
	– Advising on methods for reducing storage and legally-defensible disposition strategy
POLICIES & PROCEDURES	– Drafting information governance and related policies and procedures; providing legal opinions on existing policy
	– Developing critical audit processes to ensure the strategy is implemented and legally defensible
TECHNOLOGY SELECTION	– Recommending records management and other technology solutions to suit your organization
	– Ensuring minimal disruption by recommending a back-end solution to auto-classify and appropriately retain records
RISK MANAGEMENT	– Mitigating the reputational and financial impact of a potential cyber breach
	– Identifying organizational risks associated with your data and developing strategies to mitigate those risks

MT>3 and MT>Divisions

MT>3 is a division of McCarthy Tétrault since January 2017, an independent team operating from an independent office space.

Information governance roadmap

1. Information Gathering

– Review Policies & Standards
– Interview Business Units
– Interview IT
– Create Information Data Map
– Unstructured Data Scan

2. Recommendations

– Information Governance Recommendations Report that identifies the gaps between existing records management practices and best practices and provides recommendations for the organization to best manage its information
– Technology Requirements Report that describes the requirements for technology that can be used to manage information and will permit the application of the recommended policies and procedures and provides technology recommendations for managing information

4. Preparation of an Implementation Plan and Timeline

– Develop a comprehensive implementation plan and timeline to support the execution of the recommendations
– Develop a plan for transferring existing records into the new records management framework or secure disposition or archiving of them
– Develop a plan for adapting and/or implementing technology to support the new records management framework
– Develop a plan for implementing a document management system and/or other technical tools to manage records

3. Draft Policies and Procedures

– Evaluate Alternatives
– Draft all policies and procedures including operating procedures to manage the lifecycle of different types of records, a legal hold policy, acceptable use standards, an email usage policy, an information governance policy and processes for responding to document disclosure requests
– Records Classification and Records Retention Schedules

5. IG Solution and Proof of Concept

– Review Implementation Plan with IT and Business Units
– Validate Record Classification and Retention Schedule
– Prepare functional requirements to aid in the development of the solution design and architecture
– Tender RFPs and evaluate alternatives
– Select and assist with the implementation of a document management system and/or other selected technical tools for select departments
– Define scope and success parameters
– Carry out proof of concept

6. Implementation of Policies, Procedures and Technology Solution

– Finalize new policies and procedures
– Oversee and advise on the implementation of the Technology Solution
– Assist staff in implementing new policies and procedures across the organization
– Develop training material and provide training
– Develop audit process and process to review and modify IG plan on an annual basis or when required to adopt to new technologies or information
– Schedule roll-out and monitor compliance