



# Electronic Discovery Readiness

## Proactive Approach to Discovery

### TRAINING COURSE

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The objective of this course is to provide attendees with the necessary skills to implement an Electronic Discovery Readiness Program in your corporate environment with solid framework and sound methodology. The course is the only integration training that provides practical education on the integration of best practices for Information Security Management, IT Governance and other best practice models to meet the business need of becoming Electronic Discovery ready. Learn how to use the methodology of the ***Electronic Discovery Life Cycle*** to resolve the challenges in your organization. Find out how to build a foundation in the Building a Security Infrastructure, Proactive Planning (People, Process & Technology), Fundamentals of the Federal Rules for Electronic Discovery, Discovery/Forensics practices, and maintaining your plans. Gaining knowledge from the established frameworks from ISO 27001 & 27002, CoBit, ITIL, PMBOK, Privacy, Integrating Forensic Technique, Incident Response and First Responders to provide your organization with the proper due care required by the new discovery rules. The course includes presentation of information plus practical exercises and workshop activities that enable participants to “learn by doing.” The course provides a valuable resources for participants when they return to the workplace.

#### Who should attend?

- Top Management representatives
- Security Professionals
- Risk Managers
- Staff responsible for compliance with laws and regulations
- Auditors (External and Internal)
- Information Security Officers
- IT Managers/Directors
- Privacy/Compliance Officers
- Legal counsel
- Human Resource managers and staff involved

#### Benefits to Your Business

- Learn how to adopt the *Electronic Discovery Life Cycle* into your organization for Electronic Discovery Readiness.
- Take the knowledge and skills imparted and use them to improve confidentiality, integrity and availability of information systems.
- Improve customer and investor confidence.
- Learn due diligence and due care.

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## **eDiscovery Course Content – 3 day**

The course is designed for people who have a reasonable awareness of Information Security Management.

- **Business objectives to comply with the Electronic Discovery rules**
  - Laws in the Electronic Discovery rules
  - Understand the attorneys Discovery prospective
  - Fighting Cybercrime issues
- **Determination of risk and assessing risk**
  - Management
  - Operational
  - Technical
- **Planning & Organizing**
  - Implementation of plans that aid in the Discovery process
  - Addressing Privacy issues
  - Identification of information assets
  - Determination of the value of information assets
  - Determination of policies and the degree of assurance required from controls.
  - Identification of control objectives and controls
  - Definition of polices, standards and procedures to implement the controls
  - Production and implementation of policies, standards and procedures
  - Proactive Planning to ensure Discovery
- **Discovery Process**
  - Determination of scope and management
  - Time management
  - Cost management
  - Integration Management
  - Communication Management
  - Integrating Forensic Technique, Incident Response and First Responders.
  - Electronic Discovery Reference Model
  - Establishing and Organizing Discovery
- **Elevating and Continuous Improvement**
  - Plan-Do-Check-Act Model
    - Establishing Plans
    - Implementing and Operating
    - Measuring the Process
    - Risk Treatment Planning
  - Linking Electronic Discovery process to the Business
- **Hands-on Project in eDiscovery**
  - Establishing the Readiness for Discovery project
  - Discovery Process project

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## Duane Hopkins MLS, HISP, CIPP, IAM, IEM, CCE, CEH

Duane Hopkins is a Security subject matter expert in the area of Information Security Governance, Electronic Discovery, and Computer Forensics. His experience and knowledge has lead to engage in projects dealing in Risk Assessment/Evaluations incidents response, computer forensics, business continuity, physical security and policy development. Duane has graduated with a Bachelors degree in Project Management, and Masters Degree in Information Security from the Eastern Michigan University a National Accredited and a Regional skills of excellence by the NSA. His education and experience in the Information Security field has lead him to consult and develop a concentration program at Lawrence Technological University. He currently is a Professor and has developed courses in the following areas: High Tech Crime Cybercrime, Incident Response, Risk Management, Cyber Law, Computer Forensics methodology, Applications of Computer Forensics Tools and Corporate Fraud Examination.

He has expertise's as a hybrid business information security and technical consultant with holistic approach to the management of information security and regulatory compliance, as well as a subject matter expert on Information Security governance and compliance relating to regulatory standards. From his holistic approach to security he has the experience and knowledge such as organization's policies, processes and procedures against internationally accepted information security best practices ISO 17799, and HIPAA Security, Sarbanes-Oxley Act (Security), GLB Act, California SB-1386, NIST 800-53, FACT Act and PCI Data Security.

Duane is the Founder & Principal Security Consultant of Innovative Corporate Solutions, Inc., a Detroit, Michigan based Risk Management, Electronic Discovery and Computer Forensics Solutions Company founded in 2004. Duane founded Innovative-CSI on the holistic security approach to address the need to examine the big picture of information security. This approach has contributed to his involvement in the security community with speaking engagements and publication. He has established numerous valuable contacts nationwide and has name recognition in the information security, computer forensics, and regulatory compliance space.

He has successfully consulted organizations and the execution of information security projects, development, and implemented Incident Response, Business Continuity and the design of Physical Security with access controls. His knowledge in the commercial sector he has completed consulting engagements for clients, in the Manufacturing, Financial Services and Healthcare sector. His work at Innovative CSI, branches from the detection work of computer forensics due to a breach of security to proactive consulting with clients on the implementation of risk management planning into their organization. He helps build the needed plans for organizations in Incident Response, Business Continuity and Disaster Recovery, Sarbanes-Oxley, and HIPPA to comply with their overall risk management plan. His creative and out of the box thinking leverages his process as one of the true innovators in the security field.

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