

# Instructional Design Document

## iManage Software

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### Module 1: iManage Onboarding for Ford Law Firm

#### Learning Objectives:

- A. Understand the basic features and functionalities of iManage software
- B. Learn how to create, organize, and manage documents and emails in iManage
- C. Gain familiarity with iManage's search and collaboration tools

#### Tasks:

1. Introduction to iManage: An overview of the software, its features, and benefits
2. Document Management: Learn how to create, organize, and manage documents in iManage
3. Email Management: Understand how to manage emails and attachments in iManage
4. Search and Retrieval: Learn how to search for and retrieve documents and emails in iManage
5. Collaboration: Gain familiarity with iManage's collaboration tools and features

#### Instructional Strategies:

- Interactive video tutorials and simulations
- Hands-on exercises and activities
- Quizzes and assessments
- Discussion forums and peer-to-peer learning

#### Pre-Assessment:

1. What is iManage?
2. How important is document and email management for a law firm?
3. What challenges do you anticipate when using iManage?

### **Module Assessment:**

1. What is iManage and what are some of its key features?
2. How do you manage documents and emails in iManage?
3. How do you search for and retrieve documents and emails in iManage?

### **KPIs:**

- Completion rate of the module
  - Improvement in user satisfaction and confidence in using iManage
  - Reduction in errors and inefficiencies related to document and email management
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## **Module 2: iManage Advanced Features for Ford Law Firm**

### **Learning Objectives:**

- A. Learn advanced features of iManage software for document and email management
- B. Understand how to customize and configure iManage to suit the needs of the law firm
- C. Gain familiarity with iManage's integration capabilities with other software tools

### **Tasks:**

1. Customizing iManage: Learn how to customize iManage settings and configurations to fit the needs of the law firm
2. Advanced Document Management: Understand how to use advanced features of iManage to manage complex document scenarios, such as version control and redaction
3. Email Management Automation: Learn how to automate email management tasks in iManage
4. Security and Compliance: Understand how to use iManage to ensure security and compliance with relevant regulations and policies
5. Integration with other software tools: Gain familiarity with iManage's integration capabilities with other software tools used by the law firm

### **Instructional Strategies:**

- Interactive video tutorials and simulations
- Hands-on exercises and activities

- Quizzes and assessments
- Discussion forums and peer-to-peer learning

**Pre-Assessment:**

1. What are some of the challenges you face with document and email management in a law firm?
2. How does iManage address these challenges?
3. What are some advanced features of iManage you would like to learn?

**Module Assessment:**

1. How do you customize iManage settings and configurations to fit the needs of the law firm?
2. How do you use advanced features of iManage to manage complex document scenarios?
3. How do you use iManage to ensure security and compliance with relevant regulations and policies?

**KPIs:**

- Completion rate of the module
- Improvement in user satisfaction and confidence in using advanced features of iManage
- Reduction in errors and inefficiencies related to document and email management in complex scenarios