DON'T PROCRASTINATE, AUTOMATE

The Right Partner Can Help You Avoid Common Automation Pitfalls

- Eight in 10 (80 percent of) staff members at mid-sized law firms who say they spend too much time on non-billable tasks have felt stress from their work.

- By 2030, activities that account for up to 30 percent of hours currently worked across the U.S. economy could be automated.

- Fifty-two percent of IT decision makers and business leaders say automation initiatives cannot keep pace with the rate of change at their organizations.

There is no doubt that the promise of automation has the potential to transform every industry including that of Legal. But for many law firm decision makers, the road to automation adoption can be riddled with potholes. In fact, a Gartner report recently identified that the 10 most common mistakes in automation adoption tend to fall into three distinct categories:

10 MOST COMMON MISTAKES IN AUTOMATION

Apply a Structured Approach to Automation	Avoid the Common Mistakes in Implementation	Ensure Success After Implementation
Falling in Love With a Single Technology	Thinking That Automation is Always the Solution	Ignoring the Culture and Employee Impact
Believing That Business Can Automate Without IT	Failing to Devote Enough Time to Testing	Using the Wrong Metrics to Measure Success
Not Engaging All Stakeholders	Wasting Effort on Overly Complicated Projects	Failing to Monitor in Production
	Treating Automation as Simple Task Replication	

Law firms that seek to adopt a measured approach to automation may wish to partner with an experienced solutions provider like Canon U.S.A. Our Digital Transformation (DX) Services team can help Legal teams automate key processes such as:

- Document creation.
- Contract drafting, review, and management.
- Document classification, indexing, and retrieval.
- Accounts Payable/Receivable.
- HR Management.
- Legal compliance

In our approach, Canon U.S.A. employs a four-stage consultative methodology to help facilitate and support DX and automation initiatives.

Integrated Assessment to Identify Weaknesses

Incorporate key stakeholders to evaluate your current environment, processes, and desired business outcomes.

Design and Accept

Design and test a plan that can integrate with key technology investments, capture real-time user feedback, and meet efficiency requirements. outcomes.

Implement Plan

Implement change initiatives that help drive adoption across the organization with clear metrics.

Monitor and Improve

Monitor user satisfaction and provide continuous evaluation and support to identify additional opportunities to positively impact productivity.

Contact your Canon U.S.A. representative to learn more about how our services and solutions can help to proactively put you on the right path to process automation.

1 Actionstep, "2024 U.S. Midsize Law Firm Priorities Report," 2024, Available from: https://landing.actionstep.com/hubfs/Actionsteps%20 2024%20US%20Midsize%20Law%20Firm%20Priorities%20Report%20-%20Digital.pdf

2 McKinsey Global Institute, "Generative AI and the Future of Work in America" report, July 26, 2023, Available from: https://www.mckinsey.com/ mgi/our-research/generative-ai-and-the-future-of-work-in-america#/

3 Camunda, "2024 State of Process Orchestration Report", 2024, Available from: https://camunda.com/wp-content/uploads/2024/01/2024_ State-Of-Process-Orchestration-Report-EN.pdf

4 Gartner, "The 10 Most Common Automation Mistakes and How to Avoid Them," September

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