NRF SYKE

Automating the contracting process
Why contract automation?

The Legal Department as... a manager of risk
A Legal Department manages a company’s risk. The best Legal Department knows their company’s rights and obligations, and their exposure. It knows its processes are robust and observed. It can rely on the quality of its own work.

An automated contracting process
- Tracks and stores key contract data, and makes it accessible on demand. It allows this data to be aggregated, showing patterns that would otherwise be hidden.
- Embeds a governance model, that sets out who has to sign off on what, and keeps a record – and it makes it easy, so people don’t go round the system.
- Re-uses precedent terms and positions exactly as they were intended, and helps keep these up to date.

The Legal Department as... a strategic business partner
A Legal Department is a business function. The best Legal Departments have a strategic role in shaping their company’s direction. They use a unique perspective to see points others might miss.

An automated contracting process
- Captures data, which allows Legal to share information the business would otherwise miss. Does the Finance Department know the payment terms of every sales contract, and how they correlate to related purchase contracts? Did they see these change when HR updated the sales team bonus structure? Working with Legal, they can.

What makes the best Legal Department?

The Legal Department as... critical support
Other departments rely on Legal to put contracts in place. The best Legal Departments do this quickly, when and where their business needs it.

An automated contracting process
- Allows contracts to be generated at considerably increased speed – sometimes instantly – in a way that scales with business demand.
- Allows contracts to be accessed on any device, from anywhere in the world, with instant feedback on steps to complete.

The Legal Department as... a liberated team
A Legal Department is staffed with highly trained professionals. The best Legal Departments deploy those professionals, with their specialist knowledge, to the work where they add the most value. (Which is probably also the work they enjoy most).

An automated contracting process
- Takes repetitive and low value work off the desks of overqualified lawyers – allowing them to focus on more important (and interesting) work.
- Tracks the work and productivity of the legal team, in a way that helps legal explain what they do and the value they add, to the wider business.
- Is the first step to integrating further legal technology.
Why NRF SYKE?

The story so far

What’s now Norton Rose Fulbright was founded in London in 1794 – though the Norton family had been stewards to the Dukes of Buckingham (and so their legal advisers) for generations before that. It’s now one of the world’s largest law firms, with 4000+ lawyers in 50+ offices globally, advising corporations on the most complex areas of law.

SYKE Legal Engineering was founded by Alistair Maiden, in Leeds, in 2016. Even in the fast growing legal tech ecosystem, it is a stand-out success. It has over 40 Legal Engineers, and has completed over 1000 automation deployments, with clients that are household names around the world.

Many of SYKE’s Legal Engineers are former lawyers. NRF’s innovation programme – NRF Transform – has won awards for contract automation. But both recognised that by co-operating, they could bring something to clients they never could alone. Now, going to clients together as NRF SYKE, we offer something unique.

The best contracts, automated in the best way

If a poor precedent contract is automated, the output will be, at best, equally poor. Even if the contract is right, decisions in the automation logic should be informed by the best available legal understanding.

Similarly, the best precedent drafting is only useful if it is used in the right way, in the real world, on a daily basis. The best automation should ensure this. The precision and effectiveness of the legal text, should be matched by the precision and effectiveness of the automation code.

Using the best tools for the job

Which automation tool is best for your company? The answer, unfortunately, is it depends. By not being tied to a single tool, and with experience across the emerging automation market, NRF SYKE has seen the best (and worst) of what’s on offer. But what’s best for you means first understanding what you’re trying to achieve, and all the nuances that affect how best to get you there.

NRF SYKE is technology agnostic. With you, we choose a tool. Then we put it to work.

Integrated with your company’s IT

Producing a contract is part of a wider process. In most companies, that’s a process that involves other IT. Knowing how to work with that IT (and with IT teams) is vital to delivering an end-to-end process (or even part of it) in a way that really works.
What has this looked like for others?

Automation of a client’s top 14 frequently used contracts in 3 languages

The system is now used by over 5000 employees around the world

The manual process used prior to the implementation of the new system is now fully withdrawn

5000 Users worldwide

92% Time saved: contract drafting

98% User satisfaction

52% Time saved: negotiation, approvals & signature

I am not sure of the best solution

Is my budget large enough to engage with you?

I don’t have a big team

Project will need buy-in from other teams

Projects run late and over budget

Our experienced team will hold a discovery workshop/review a questionnaire with you to identify business issues and provide an appropriate solution for you and your budget.

We have scalable and efficient options available. See “What’s the first step?”

We can deploy project managers to avoid the use of internal PMO resource. NRF SYKE will ensure the project runs smoothly so you and your team focus on strategic legal matters.

A business case will be developed at the outset and we can provide tools to keep your business informed through the project stages.

We plan and scope the project up front with all interested parties and deliver it with exceptional project management to ensure the project is delivered on time and on budget.
What’s the first step?

Ask for information
If you want technical information on how contract automation works, get in touch, and we’d be happy to explain.

Significant project
Some companies go straight to a major project. That’s great, and if so we’d love to help. Whether it’s advising on an RFP for an enterprise contract lifecycle management system, or advising on responding to an RFP on automating a contract suite.

Demonstration project/workshop
We have a number of starter packages, structured around workshops and demonstration documents, that let companies learn about or try contract automation, in a way that gives value, but at small scale.

<table>
<thead>
<tr>
<th>Workshop outputs</th>
<th>Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document automation overview</td>
<td>Review of the technology and its applications</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td></td>
<td>Integration with other technologies (AI, CLM)</td>
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<td></td>
<td>Relevant use cases and benefits</td>
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<tr>
<td>Comparative framework of different tools</td>
<td>Presentation of tools in the market</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<td></td>
<td>Evaluation of their strengths/weaknesses</td>
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<tr>
<td>Targeted assessment of contracting process</td>
<td>Interactive exercise to map current process and pain points</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td></td>
<td>Requirements gathering and objective setting</td>
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<tr>
<td>Project blueprint</td>
<td>A plan setting out specific steps to digitise the contracting cycle</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<td></td>
<td>Recommendation on what tools to adopt</td>
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<tr>
<td>Training session</td>
<td>A training session for key users on a selected document automation tool</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>NRF legal review of a document</td>
<td>Precedent review and updating of copy to be automation-ready</td>
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<tr>
<td>An automated document</td>
<td>Clause generation and questionnaire design</td>
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<tr>
<td></td>
<td>Fully functional on Contract Express</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>A choice of: playbook design/audit/data extraction</td>
<td>Design set of rules to standardise and facilitate negotiation</td>
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<tr>
<td></td>
<td>On-site review of copy and process – initial step for digitisation</td>
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<td>✔️</td>
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<tr>
<td></td>
<td>Run AI tool to extract meta-data from current contracts</td>
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<tr>
<td>Product licence</td>
<td>1 year licence of Contract Express</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Outputs:</td>
<td>Project blueprint</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td></td>
<td>1 automated document</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<td>1 training session on document automation tool</td>
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<td>✔️</td>
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<tr>
<td>Workshop duration: 4 hours</td>
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<tr>
<td>Format:</td>
<td>Interactive session led by a combined NRF and SYKE team. The main objective is to understand the client’s needs and collectively gather shared insights to develop a contract automation strategy</td>
<td>✔️</td>
<td>✔️</td>
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Workshop example
Illustration based on a typical NDA: Level 2 complexity

Document properties:
- < 4,000 words
- < 10 variables
- Low optionality
- No sector-specific expertise required

Outputs:
- Project blueprint
- 1 automated document
- 1 training session on document automation tool

Workshop duration: 4 hours

Indicative price £9,500
SYKE: Workshop, project plan, automation training session and document automation
NRF: Workshop, legal training session and legal review of NDA