



Asset Management at Work at an International Law Firm

Case Study: Venable, LLP

Client Profile

As one of The American Lawyer's top 100 law firms, Venable LLP has lawyers practicing in all areas of corporate and business law, complex litigation, intellectual property and government affairs. Venable serves corporate, institutional, nonprofit and individual clients throughout the U.S. and around the world from its base of operations in and around Washington, D.C. Founded more than a century ago, Venable has enjoyed a long history of steady growth, quality service and sound management.

The Situation

Venable has a tradition of innovation that drives its success. Yet like many law firms in the post-9/11 era with offices in the center of the Nation's capital and other large metropolitan areas, it had to reexamine its key processes for disaster recovery and business continuity in order to rapidly and efficiently redeploy in the event of a loss of use of one of their offices. They needed to review their process of asset management in order to know what their tangible assets are, where their tangible assets are located, and what their tangible assets are worth.

An assessment of the process by the Venable Information Technology team identified a number of problems challenging its firm-wide commitment to excellence in serving its clients and empowering and energizing its personnel.

- A variety of building layouts and rapid growth of the firm required assets to be moved between buildings on an "as need" basis causing an administrative burden to keep lists up-to-date or track assets in motion.
- Aging furniture after being replaced was stored in supply centers or warehouses and quickly forgotten.
- Different locations of the firm had different practices and tools for facilities management making centralized reporting an impossible job.
- Although IT assets were tracked in the help center asset database, it was cumbersome for the IT staff to manage the exact location information without a barcode scanning system.
- Each location had a variety of practices that had to be merged into one centralized system.

The Solution

Venable contacted E-ISG, "The Asset Management Team" (a NetSimplicity Partner), to review its process of Asset Management and to implement an efficient and cost effective process firm-wide. E-ISG in partnership with Venable's Administrative staff developed an operational plan to integrate a Mobile Workforce strategy with NetSimplicity's Visual Asset Manager (VAM) Enterprise. Included in this plan was a classification taxonomy, naming convention, bar code tagging standard, and processes and business rules for asset entry, change and deletion. E-ISG's teams worked with facilities management to inventory and bar code all assets in all of Venable's locations using Symbol 8800 series scanners synchronizing directly into VAM Enterprise. Using the floorplan display in VAM, with locations coded on floors of each building, data gathered by the inventory team was quickly uploaded and posted to each location on the map.





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Results

Visual Asset Manager Enterprise has helped Venable improve its asset management process:

- Data entry through Win Mobile barcode scanners or through the web application keeps the database current while assets are moved through a building or transferred to and from different Venable sites. Data is entered once, and transferred to appropriate site databases automatically.
- A consolidated asset retirement strategy keeps track of assets as they are sold, donated, scrapped or returned to vendors.
- Data integration between the IT help center database and VAM keep track of rapidly changing IT assets throughout all locations. Data entered in the IT database is automatically transferred to VAM.
- Centralized reporting keeps track of asset value by location and site.
- Assets are redeployed from vacant offices to new locations on an as-needed basis reducing the cost of leasing or purchase of new items.

The process is repeatable, traceable and self-optimizing. VAM is available 24/7 through any web browser and provides reports to enable management oversight of Venable's asset management strategy.

"With Visual Asset Manager, we have a complete view of our fixed assets throughout the firm."

Valerie Baader, Operations Manager, Venable LLP

About E-ISG

E-ISG combines technology and services to address the unique challenges of Asset Management, Continuity of Operations, and Data Quality. Our experience in crafting low-impact and low-cost solutions for the Windows Mobile environment for data gathering, synchronization and correlation have been integrated seamlessly into world-class products that enable compliance with Full Accountability Mandates and accurately reflect the true cost of business enterprise.

We focus on four key industries that have special needs related to Asset Management, Continuity of Operations and Data Quality. E-ISG has designed special features into its products and integrated these features into our partner's products to provide a truly optimized process that can be replicated across the enterprise.

About NetSimplicity

NetSimplicity is an office administration software company with a large roster of domestic and international customers, including many Fortune and Global 1000 firms. Founded in 1994 and originally known as Network Simplicity, our company is recognized as the leader in easy-to-use and easy-to-buy software that solves office administration problems for small, medium and large-sized organizations in a broad range of industries.

Visual Asset Manager is the first product on the market to deliver a full-featured asset management solution in a visual, floorplan-oriented interface. Visual Asset Manager takes its name from its unique, visual mapping of assets to floor plans and staff; users can simply drag-and-drop to assign assets to employees and offices. Now, an organization's fixed, mobile and IT assets can be simply and effectively inventoried and managed in one streamlined system.

netsimplicity
We make the office work

E-ISG
The Asset Management Team

www.netsimplicity.com

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Visual Asset Manager - Faster, easier, smoother asset management.

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