

Mobile Device Collection Checklist

- Custodian:
- Custodian Address:
- Device Make: [Apple, Samsung, LG...]
- Device Model: [iPhone 12, Galaxy S21...]
- Device Capacity: [64 GB, 256 GB...]
- Device Capacity Used: [12 GB, 100GB...]
- Device OS: [iOS 14.4, Android 11...]
- MDM (Mobile Device Management):
[Yes / No, SOTI, Airwatch, Maas360...]
- Relevant Applications / Data Types: [WeChat, WhatsApp, Contacts, Photos, Call History...]
- Existing Backups:
[iCloud, iTunes, Google Drive...]
- Relevant time period for content:
- Will Innovative Driven be processing and hosting the phone content for review?
[Yes / No]
- If No, where should reporting be delivered?
- Report format: [Excel, PDF, DAT, RSMF, etc...]
- Filtration criteria:
[Date range, parties, data type...]

Note, filtration is not done at collection. Any and all available data is collected from device and preserved. Filtration can be performed to reduce the scope of data for processing and review after collection.



Collaboration Tools Collection Checklist

- Collaboration Tool: [Slack, MS Teams, Confluence...]
- Version / Level of Service:
- Hosted / Cloud or On-prem:
- Client IT Point of Contact:
- Relevant Date Range:
- Channels / Projects to Collect:
- Custodians / Users Direct and Group Messages to Collect:
- Messaging Unitization: [One document / file per channel per day, month, individual messages]
- Will Innovative Driven be processing and hosting the content for review?: [Yes / No]
- If No, where should data be delivered?
- Data Delivery format: [Excel, HTML, PDF, DAT, RSMF, etc...]

<https://slack.com/help/articles/201658943-Export-your-workspace-data>

With Slack, you can export data from your workspace or Enterprise Grid organization. Depending on your plan, you may have a few options for data exports:

	Free	Standard	Plus	Enterprise Grid
Export data (messages and links to files) from public channels in your workspace	x	x	x	x
Export data from public channels, private channels, and direct messages (DMs)			x	x
Schedule recurring exports*			x	

