

The "Front Door" Imperative

In 2026, the primary point of failure in Legal Operations is not the contract lifecycle management (CLM) tool itself, but the quality of data entering it. Unstructured email requests create "dark data"—invisible to analytics and impossible to automate.

This blueprint establishes a structured intake pipeline. By mandating a "digital front door," we ensure every legal request is triaged, categorized, and enriched with metadata *before* a lawyer drafts a single clause.

IMPLEMENTATION TIMELINE

WEEK 01

Audit & Triage Logic

Map existing "shadow" intake channels (email aliases, Slack DMs). Define binary logic: Separating high-volume NDA/MSAs from high-risk bespoke contracting.

WEEK 02

Metadata Schema Definition

Define the "Minimum Viable Data" required to start a matter. This schema (see Asset 01) dictates the fields required for downstream AI extraction and reporting.

WEEK 03 - 04

Interface Config & Automation

Build the intake forms in your existing platform (ServiceNow, Salesforce, or CLM portal). Implement routing rules: e.g., *If value < £10k AND type = NDA, THEN auto-send template.*

WEEK 06

Pilot: High-Velocity Unit

Deploy to Sales or Procurement first. These teams value speed over customisation. Use their feedback to refine the "ease of use" of the intake form.

WEEK 08

Enterprise Rollout & ROI

Full launch. Activate the Alpodo Command Centre dashboard to track "Intake-to-Draft" velocity. Retire the old email alias.

ASSET 01: THE METADATA MAP

REV 2026.1

To ensure your contract repository is "AI-Ready," the following metadata must be captured **at the point of intake**, not retroactively.

Field Name	Type	Business Justification (Why?)
Contract Value (TCV)	Currency	Triggers Signature Authority Matrix limits. Enables "Spend Under Management" reporting.
Counterparty Paper?	Boolean	If TRUE, risk profile increases by 40%. Routes immediately to Senior Counsel rather than Junior/Paralegal.
Data Transfer (PII)	Select	Identifies GDPR/CCPA implications. Automatically triggers a Privacy Team sub-task or DPA generation.
Renewal Date	Date	The most critical field for ROI. Prevents unwanted auto-renewals of shelfware.

ASSET 02: OVERCOMING OBJECTIONS

"This is slower than email."

The Rebuttal: While the *submission* takes 90 seconds longer, the *resolution* is 3 days faster. Email requires 4.2 round-trips on average to gather missing details. The form captures it all in one go.

"I don't know the budget code."

The Fix: Do not make administrative fields mandatory for business users. Integrate with the ERP (e.g., SAP/Oracle) to auto-populate codes based on the requester's department, or have Finance fill this step in the workflow later.

EVALUATED BY

DATE OF APPROVAL

AUTHORISED FOR DEPLOYMENT // ALPODO LEGAL INNOVATION