**KPMG PROJECT FOT DATA ANALYST**

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**Project Title:**

**Analyzing the Intersection of ESG and Technology in Legal**

**Project Overview:**

Environmental, social, and governance (ESG) factors are increasingly important to businesses and investors. ESG refers to the way a company manages its environmental, social, and governance risks and opportunities. Technology is playing a major role in the way ESG is being managed and measured.

This project will analyze the intersection of ESG and technology in legal for data analysts. The project will focus on the following areas:

How are data analysts using technology to manage ESG risks and opportunities?

What are the legal implications of using technology to manage ESG risks and opportunities?

What are the benefits and challenges of using technology to manage ESG risks and opportunities?

**Project Objectives:**

**Understand ESG Factors in the Legal Sector:**

Gain a comprehensive understanding of the key Environmental, Social, and Governance (ESG) factors relevant to the legal industry.

Explore how these factors impact sustainability, social responsibility, and ethical governance within legal firms.

**Assess the Role of Technology in ESG Integration:**

Evaluate the current utilization of technology solutions and tools in the legal sector for ESG integration.

Examine how technology can support data collection, analysis, and reporting related to ESG factors.

Identify the benefits and challenges of leveraging technology for ESG integration in the legal field.

**Gather and Analyze ESG-Related Data:**

Identify relevant data sources, including ESG reports, regulatory filings, sustainability databases, and legal industry publications.

Collect ESG-related data points and datasets to conduct in-depth analysis.

Clean, preprocess, and ensure the quality and integrity of the collected data.

**Apply Data Analysis Techniques:**

Utilize statistical analysis methods to examine correlations and relationships between ESG factors and legal firm performance.

Employ data mining and machine learning algorithms to identify patterns, trends, and predictive insights related to ESG integration.

Conduct sentiment analysis and natural language processing (NLP) to assess the qualitative aspects of ESG data.

**Visualize and Communicate Insights:**

Develop visualizations, charts, and graphs to effectively communicate analyzed ESG data and insights.

Create interactive dashboards and reports to present the findings to stakeholders within legal firms.

Use data visualization techniques to highlight areas for improvement and opportunities for enhanced ESG integration.

**Provide Actionable Recommendations:**

Based on the data analysis and insights, offer actionable recommendations to legal firms on leveraging technology for better ESG integration.

Suggest specific data analysis techniques, tools, and technologies that data analysts can employ to enhance ESG practices.

Propose strategies to improve data collection, data management, and reporting processes to support ESG initiatives.

**Future Trends and Challenges:**

Identify emerging trends and technologies in the intersection of ESG and legal sectors.

Assess the potential challenges and limitations in implementing technology-driven ESG integration in the legal industry.

Offer insights into future directions and opportunities for data analysts to contribute to sustainable and socially responsible practices in the legal field.

By achieving these objectives, the project aims to provide data analysts with the knowledge and tools necessary to analyze and enhance ESG integration in the legal sector through the effective use of technology and data analysis techniques.

**Project Deliverables:**

**ESG Factors Analysis Report:**

A comprehensive report outlining the key ESG factors relevant to the legal sector and their impact on sustainability, social responsibility, and ethical governance.

Analysis of the relationship between ESG factors and legal firm performance based on statistical analysis and data mining techniques.

Insights into the qualitative aspects of ESG factors through sentiment analysis and NLP.

**Technology Assessment Report:**

An assessment report evaluating the existing technology solutions and tools used in the legal sector for ESG integration.

Analysis of the capabilities, limitations, and effectiveness of these technologies in supporting data collection, analysis, and reporting related to ESG factors.

Recommendations on the adoption and optimization of technology solutions for enhanced ESG integration.

**ESG Data Analysis and Visualization:**

Analyzed ESG-related data sets, and cleaned and preprocessed for analysis.

Data visualizations, charts, and graphs showcasing the findings and insights derived from data analysis techniques.

Interactive dashboards and reports presenting the analyzed ESG data, allowing stakeholders to explore and understand the results easily.

**Actionable Recommendations:**

Actionable recommendations based on the data analysis and insights to improve ESG integration in the legal sector.

Specific strategies, techniques, and technologies suggested for data analysts to leverage in enhancing ESG practices within legal firms.

Recommendations for improving data collection, management, and reporting processes to support ESG initiatives effectively.

**Project Presentation:**

A presentation summarizing the project objectives, methodologies, key findings, and actionable recommendations.

Visual aids, charts, and graphs used to illustrate the analysis and insights.

Opportunity for stakeholders to ask questions and engage in discussions regarding the project findings and recommendations.

**Project Documentation:**

Comprehensive documentation outlining the project's methodology, data sources, data analysis techniques used, and software tools employed.

Step-by-step instructions on data preprocessing, analysis, and visualization techniques utilized during the project.

References and citations for data sources and relevant literature used in the analysis.

These deliverables aim to provide legal firms, data analysts, and stakeholders with valuable insights, recommendations, and resources to enhance ESG integration in the legal sector using data analysis techniques and technology solutions. They serve as tangible outputs that can be utilized for decision-making, strategy development, and the implementation of sustainable and socially responsible practices within legal organizations.

**Project Timeline:**

**Project Initiation and Planning (1 week):**

**Define project objectives, scope, and deliverables.**

**Identify stakeholders and establish communication channels.**

**Develop a detailed project plan, including tasks, milestones, and timelines.**

**Literature Review and Data Collection (2 weeks):**

**Conduct a comprehensive review of relevant literature on ESG factors in the legal sector and the role of technology in ESG integration.**

**Identify and gather relevant data sources, including ESG reports, legal industry publications, sustainability databases, and regulatory filings.**

**Data Preprocessing (1 week):**

**Cleanse and preprocess the collected data to ensure data quality and consistency.**

**Handle missing data, perform data transformations, and address any data quality issues.**

**ESG Factors Analysis (2 weeks):**

**Identify and define the key ESG factors relevant to the legal industry.**

**Conduct statistical analysis to explore the relationships between ESG factors and legal firm performance.**

**Utilize data mining and machine learning techniques to identify patterns, trends, and predictive insights related to ESG integration.**

**Technology Assessment (1 week):**

**Evaluate existing technology solutions and tools used in the legal sector for ESG integration.**

**Assess the capabilities and limitations of these technologies in supporting data collection, analysis, and reporting related to ESG factors.**

**Data Analysis and Visualization (2 weeks):**

**Apply data analysis techniques, such as statistical analysis, sentiment analysis, and NLP, to analyze the ESG-related data.**

**Develop visualizations, charts, and graphs to effectively communicate the analyzed ESG data and insights.**

**Create interactive dashboards and reports to present the findings to stakeholders within legal firms.**

**Actionable Recommendations (1 week):**

**Derive actionable recommendations based on the data analysis and insights.**

**Provide specific strategies, techniques, and technologies for data analysts to leverage in enhancing ESG practices within legal firms.**

**Suggest improvements in data collection, management, and reporting processes to support ESG initiatives effectively.**

**Project Presentation and Documentation (1 week):**

**Prepare a project presentation summarizing the objectives, methodologies, key findings, and recommendations.**

**Create project documentation, including a detailed project report, methodology documentation, and references.**

**Project Review and Finalization (1 week):**

**Review the project deliverables, ensuring they meet the intended objectives.**

**Incorporate feedback and make necessary revisions to the project documentation, reports, and presentations.**

**Finalize all project deliverables and prepare them for distribution and dissemination.**

**Note: The timeline provided is a general estimate and can be adjusted based on the project's specific requirements, available resources, and team availability. It's important to regularly review and update the timeline throughout the project to ensure its feasibility and alignment with project goals.**

**Key Skills and Tools:**

**Data Analysis Skills:**

**Proficiency in statistical analysis techniques to examine relationships between ESG factors and legal firm performance.**

**Knowledge of data mining and machine learning algorithms for identifying patterns, trends, and predictive insights related to ESG integration.**

**Experience in sentiment analysis and natural language processing (NLP) to analyze qualitative aspects of ESG data.**

**Ability to clean, preprocess, and manipulate data for analysis.**

**ESG Knowledge:**

**Familiarity with the key ESG factors relevant to the legal industry and their impact on sustainability, social responsibility, and ethical governance.**

**Understanding of ESG reporting frameworks, regulations, and industry best practices.**

**Technology Assessment:**

**Ability to evaluate and assess existing technology solutions and tools used in the legal sector for ESG integration.**

**Knowledge of data collection, data management, and reporting software relevant to ESG initiatives in the legal industry.**

**Understanding of the capabilities and limitations of technology solutions in supporting ESG-related data analysis and reporting.**

**Data Visualization:**

**Proficiency in data visualization techniques, using tools such as Tableau, Power BI, or Python libraries (e.g., Matplotlib, Seaborn).**

**Ability to create visually appealing and informative charts, graphs, and interactive dashboards to communicate ESG data insights effectively.**

**Research and Literature Review:**

**Strong research skills to conduct a comprehensive literature review on ESG factors in the legal sector and the role of technology in ESG integration.**

**Ability to identify relevant sources, extract key insights, and synthesize information from various academic papers, reports, and publications.**

**Communication and Presentation:**

**Excellent communication skills to effectively present findings, insights, and recommendations to stakeholders in a clear and concise manner.**

**Ability to create compelling project presentations and documentation, including project reports, methodology documents, and references.**

**Programming and Tools:**

**Proficiency in programming languages such as Python or R for data preprocessing, analysis, and modeling.**

**Knowledge of data manipulation libraries (e.g., Pandas, NumPy) and machine learning libraries (e.g., scikit-learn) in Python.**

**Experience with text processing and NLP libraries (e.g., NLTK, spaCy) for analyzing qualitative aspects of ESG data.**

**Familiarity with data querying languages (e.g., SQL) and database management systems.**

**Domain Expertise:**

**Understanding of the legal industry, including its practices, regulations, and challenges, to contextualize the analysis and recommendations.**

**Note: The specific skills and tools required may vary depending on the project's scope, data availability, and organizational requirements. It's important for data analysts to continuously update their skills and stay informed about advancements in ESG integration, technology, and data analysis techniques relevant to the legal sector.**

**Project Scope:**

The project scope encompasses the analysis of the intersection of Environmental, Social, and Governance (ESG) factors with technology in the legal sector from the perspective of data analysts. It aims to explore how data analysis techniques and technology can be leveraged to enhance ESG integration within legal frameworks.

**The project will focus on the following key areas:**

**ESG Factors in the Legal Sector:**

Identify and analyze the key ESG factors that are relevant to the legal industry, such as environmental sustainability, social responsibility, and ethical governance.

Examine the impact of these ESG factors on legal firm performance, reputation, and stakeholder engagement.

**Technology and ESG Integration:**

Evaluate existing technology solutions and tools utilized in the legal sector for ESG integration, such as ESG data platforms, analytics tools, and reporting software.

Assess the capabilities and limitations of these technologies in supporting data collection, analysis, and reporting related to ESG factors.

Explore emerging technologies and trends that can contribute to improved ESG integration within the legal industry.

**Data Analysis and Insights:**

Gather relevant ESG-related data from various sources, including ESG reports, legal industry publications, sustainability databases, and regulatory filings.

Cleanse, preprocess, and analyze the collected data using statistical analysis, data mining, and machine learning techniques to derive insights and identify patterns.

Perform sentiment analysis and natural language processing (NLP) to assess the qualitative aspects of ESG data.

**Data Visualization and Reporting:**

Develop visualizations, charts, graphs, and interactive dashboards to present the analyzed ESG data and insights effectively.

Create reports and presentations summarizing the findings and recommendations for stakeholders within legal firms.

Focus on communicating data-driven insights in a clear and actionable manner.

**Actionable Recommendations:**

Provide actionable recommendations based on the data analysis findings to improve ESG practices within legal firms.

Suggest specific strategies, techniques, and technologies that data analysts can employ to enhance ESG integration and foster sustainable and socially responsible practices within the legal industry.

Propose improvements in data collection, management, and reporting processes to support ESG initiatives effectively.

It's important to note that the project scope does not involve the implementation of the recommended actions but rather focuses on the analysis and insights that can guide legal firms in enhancing their ESG integration using data analysis techniques and technology solutions.

The project will be limited to the available data and resources within the specified timeframe. The specific data sources, tools, and techniques utilized will be determined based on the project's requirements and feasibility.

**Project Schedule:**

**Project Initiation and Planning (1 week)**

Define project objectives, scope, and deliverables.

Identify stakeholders and establish communication channels.

Develop a detailed project plan, including tasks, milestones, and timelines.

**Literature Review and Data Collection (2 weeks)**

Conduct a comprehensive review of relevant literature on ESG factors in the legal sector and the role of technology in ESG integration.

Identify and gather relevant data sources, including ESG reports, legal industry publications, sustainability databases, and regulatory filings.

**Data Preprocessing (1 week)**

Cleanse and preprocess the collected data to ensure data quality and consistency.

Handle missing data, perform data transformations, and address any data quality issues.

**ESG Factors Analysis (3 weeks)**

Identify and define the key ESG factors relevant to the legal industry.

Conduct statistical analysis to explore the relationships between ESG factors and legal firm performance.

Utilize data mining and machine learning techniques to identify patterns, trends, and predictive insights related to ESG integration.

**Technology Assessment (1 week)**

Evaluate existing technology solutions and tools used in the legal sector for ESG integration.

Assess the capabilities and limitations of these technologies in supporting data collection, analysis, and reporting related to ESG factors.

**Data Analysis and Visualization (3 weeks)**

Apply data analysis techniques, such as statistical analysis, sentiment analysis, and NLP, to analyze the ESG-related data.

Develop visualizations, charts, and graphs to effectively communicate the analyzed ESG data and insights.

Create interactive dashboards and reports to present the findings to stakeholders within legal firms.

**Actionable Recommendations (1 week)**

Derive actionable recommendations based on the data analysis and insights.

Provide specific strategies, techniques, and technologies for data analysts to leverage in enhancing ESG practices within legal firms.

Suggest improvements in data collection, management, and reporting processes to support ESG initiatives effectively.

**Project Presentation and Documentation (1 week)**

Prepare a project presentation summarizing the objectives, methodologies, key findings, and recommendations.

Create project documentation, including a detailed project report, methodology document, and references.

**Project Review and Finalization (1 week)**

Review the project deliverables, ensuring they meet the intended objectives.

Incorporate feedback and make necessary revisions to the project documentation, reports, and presentations.

Finalize all project deliverables and prepare them for distribution and dissemination.

It's important to note that this is a sample schedule and can be adjusted based on project-specific requirements, resource availability, and any unforeseen challenges that may arise during the project execution. Regular monitoring and communication within the team will help ensure the project stays on track and meets the desired timeline.

**Project Team:**

The composition of the project team may vary depending on the organization's structure, resources, and specific project requirements. Here are some key roles and responsibilities that can be considered for a typical project team:

**Project Manager:**

Responsible for overall project planning, coordination, and management.

Ensures the project stays on schedule, within budget, and meets the desired objectives.

Facilitates communication and collaboration among team members and stakeholders.

**Data Analysts:**

Conduct data analysis, preprocessing, and modeling tasks.

Apply statistical analysis, data mining, and machine learning techniques to analyze ESG-related data.

Create data visualizations and reports to communicate insights effectively.

**ESG Expert:**

Provides domain expertise in environmental, social, and governance (ESG) factors relevant to the legal sector.

Assists in identifying and defining the key ESG factors to be analyzed.

Offers guidance on ESG frameworks, regulations, and best practices.

**Technology Specialist:**

Assesses existing technology solutions and tools used in the legal sector for ESG integration.

Evaluates the capabilities and limitations of technology in supporting ESG data collection, analysis, and reporting.

Advises on the selection and optimization of technology solutions.

**Researcher:**

Conducts a literature review and gathers relevant research papers, industry publications, and reports on ESG factors and technology in the legal sector.

Provides insights and recommendations based on the findings from the literature review.

**Communication Specialist:**

Assists in preparing project presentations, reports, and documentation.

Ensures clear and effective communication of project objectives, methodologies, findings, and recommendations.

Helps in disseminating project deliverables to stakeholders within and outside the organization.

**Legal and Compliance Advisor:**

Provides legal expertise and guidance on regulatory requirements related to ESG integration in the legal sector.

Ensures compliance with legal and ethical standards during the project.

Offers insights on the legal implications of the project findings and recommendations.

**Stakeholders:**

Stakeholders from the legal firm, such as senior management, ESG committee members, and relevant department heads, should be involved to provide guidance, feedback, and support throughout the project.

It's important to ensure that the project team has a good balance of skills, knowledge, and expertise in data analysis, ESG factors, technology, legal aspects, and communication. Effective collaboration, communication, and coordination among team members will contribute to the successful execution of the project.

**Project Risks:**

**Data Quality and Availability:**

**Risk:** Insufficient or poor-quality data related to ESG factors in the legal sector may affect the accuracy and reliability of the analysis.

**Mitigation:** Conduct thorough data validation and verification processes. Collaborate with stakeholders to ensure data availability and quality. Explore alternative data sources if needed.

**Technological Challenges:**

**Risk**: Technical issues or limitations with data analysis tools, software, or hardware may hinder the progress of the project.

**Mitigation**: Conduct a thorough assessment of the chosen tools and technologies. Have contingency plans in place, such as backup tools or alternative methods for data analysis. Collaborate with IT support to address any technical challenges that arise.

**Changing Regulatory Environment:**

**Risk:** Regulatory changes related to ESG reporting or legal requirements may impact the analysis and recommendations.

**Mitigation:** Stay updated with the latest regulatory developments. Maintain open communication with legal and compliance experts. Adjust the analysis and recommendations as necessary to align with regulatory changes.

**Stakeholder Engagement and Alignment:**

**Risk**: Lack of stakeholder engagement or disagreements on project objectives, methodologies, or findings can impede progress.

**Mitigation**: Clearly define and communicate project objectives and expectations to stakeholders. Involve stakeholders from the early stages and maintain open lines of communication. Address concerns and seek consensus through regular meetings and progress updates.

**Ethical and Privacy Concerns:**

**Risk:** Handling sensitive data related to legal firms and ESG factors may raise ethical and privacy concerns.

Mitigation: Ensure compliance with data protection and privacy regulations. Anonymize or aggregate data as needed to protect sensitive information. Obtain necessary permissions and consents for data usage. Clearly communicate data handling practices to stakeholders and ensure confidentiality.

**Resource Constraints:**

**Risk:** Limited availability of skilled data analysts, ESG experts, or technology specialists may impact project timelines and deliverables.

**Mitigation:** Assess resource requirements early in the project. Plan for adequate staffing and skill sets. Consider collaborating with external experts or consultants if necessary. Prioritize tasks and allocate resources effectively.

**Scope Creep:**

**Risk:** Expanding project scope beyond the initial objectives may lead to delays and increased complexity.

**Mitigation:** Clearly define the project scope and deliverables. Establish a change management process to evaluate and approve any proposed scope changes. Regularly assess project progress against the defined scope to ensure focus and alignment.

**Communication and Reporting:**

**Risk:** Ineffective communication of project findings, insights, and recommendations may result in misunderstandings or inadequate implementation.

**Mitigation:** Establish a communication plan outlining regular updates and reporting mechanisms. Use clear and concise language to convey complex concepts. Tailor communication to suit the needs and preferences of different stakeholders.

Regular risk assessment and proactive risk management throughout the project will help mitigate potential issues and ensure successful outcomes. Monitor and review risks periodically, and adapt the mitigation strategies as needed.

**Project Mitigation Strategies:**

To mitigate potential risks in the project of analyzing the intersection of ESG and technology in the legal sector for data analysts, consider the following strategies:

**Data Quality and Availability:**

Mitigation Strategy: Establish data validation and verification processes to ensure data accuracy and quality. Engage with stakeholders to ensure data availability and reliability. Explore alternative data sources if necessary.

**Technological Challenges:**

**Mitigation Strategy:** Conduct a thorough assessment of the chosen tools and technologies before the project starts. Have contingency plans in place, such as backup tools or alternative methods for data analysis. Collaborate with IT support to address any technical challenges promptly.

**Changing Regulatory Environment:**

Mitigation Strategy: Stay updated with the latest regulatory developments related to ESG reporting and legal requirements. Maintain open communication with legal and compliance experts. Regularly review and adapt the analysis and recommendations to align with regulatory changes.

**Stakeholder Engagement and Alignment:**

Mitigation Strategy: Clearly define and communicate project objectives, methodologies, and expected outcomes to stakeholders. Involve stakeholders from the early stages of the project and maintain open lines of communication. Address concerns and seek consensus through regular meetings and progress updates.

**Ethical and Privacy Concerns:**

Mitigation Strategy: Ensure compliance with data protection and privacy regulations. Develop data handling practices that prioritize confidentiality and anonymization of sensitive information. Obtain necessary permissions and consents for data usage. Clearly communicate data handling practices to stakeholders.

**Resource Constraints:**

Mitigation Strategy: Conduct an early assessment of resource requirements and availability. Plan for adequate staffing and skill sets. Consider collaborating with external experts or consultants if necessary. Prioritize tasks and allocate resources effectively to ensure timely project completion.

**Scope Creep:**

Mitigation Strategy: Clearly define the project scope and deliverables at the outset. Establish a change management process to evaluate and approve any proposed scope changes. Regularly assess project progress against the defined scope and ensure focus and alignment.

**Communication and Reporting:**

**Mitigation Strategy:** Develop a communication plan that outlines regular updates and reporting mechanisms. Use clear and concise language to convey complex concepts. Tailor communication to suit the needs and preferences of different stakeholders. Ensure that project findings, insights, and recommendations are effectively communicated.

Implementing these mitigation strategies will help minimize potential risks and challenges during the project. Regularly monitor the project's progress, evaluate the effectiveness of the mitigation strategies, and make adjustments as needed to ensure the successful completion of the analysis of the intersection of ESG and technology in the legal sector.

**Project Benefits**:

**Enhanced Understanding of ESG:**

By analyzing the intersection of ESG and technology in the legal sector, we will gain a deeper understanding of how these factors are shaping the industry. This knowledge will enable us to proactively respond to changing ESG requirements and align our strategies accordingly.

**Improved Decision-Making:**

The insights generated through this project will inform decision-making processes across various functions, such as legal, compliance, and sustainability. This will enable us to make informed choices when it comes to ESG initiatives and technology investments, resulting in more effective and impactful outcomes.

**Competitive Advantage:**

Keeping up with ESG trends and leveraging technology can provide a competitive edge in the legal industry. Through this project, we will identify opportunities for innovation and explore how technology can help us differentiate ourselves from competitors in terms of ESG practices and compliance.

**Operational Efficiency:**

By identifying areas where technology can streamline ESG-related processes, we can enhance operational efficiency, reduce manual efforts, and optimize resource allocation. This will free up valuable time for legal professionals to focus on higher-value tasks and strategic initiatives.

I am confident that this project will provide valuable insights into the intersection of ESG and technology in the legal domain, ultimately benefiting our organization in terms of knowledge, decision-making, and operational efficiency. I kindly request your approval and support to proceed with this project.

**Project Conclusion**:

I am writing to provide a conclusion and summary of the project focused on analyzing the intersection of Environmental, Social, and Governance (ESG) factors with technology in the legal domain. Throughout the project, we aimed to gain insights into emerging trends and opportunities in the realm of ESG and technology, with a specific focus on the legal industry.

**Key Findings and Insights:**

**ESG Integration in Legal Operations:**

ESG considerations have become increasingly important in the legal sector, influencing areas such as risk management, compliance, and corporate governance.

By incorporating ESG principles into their operations, legal departments can enhance their reputation, mitigate risks, and align with evolving regulatory requirements.

**Technology's Role in ESG Implementation:**

Technology plays a pivotal role in supporting ESG-related initiatives in the legal domain. It offers efficient data management, real-time reporting, and automation capabilities that enable effective ESG monitoring and compliance.

Advanced technologies like artificial intelligence (AI), machine learning, and natural language processing can assist in analyzing vast amounts of data, identifying ESG risks, and facilitating sustainable decision-making.

**Opportunities for Innovation:**

The analysis highlighted various opportunities for innovation at the intersection of ESG and technology in the legal field.

Promising areas include the development of ESG-focused legal software solutions, integrating ESG considerations into contract management systems, and leveraging blockchain technology for transparent and auditable ESG reporting.