

Practice Support Tip – Project Management in Legal Practice – Part 1.1

Project management of legal matters is becoming more common in the increasingly competitive legal market with law firms seeking the benefits that project management processes and techniques provide in managing client expectations and reducing risk.

We are running a series on project managing client matters which will provide a basic framework for the scoping, scheduling and costing of a matter.

The first step in project managing a matter is defining the scope. The key considerations include engaging with the client to:

- develop the specific matter objectives;
- agree on the inclusions and exclusions;
- clarify and resolve assumptions, constraints, external factors and risks; and
- identify all the work that must be performed to create the deliverables (deliverables are the physical products that need to be created and could be as simple as a letter of advice or as complex as a contract for the sale of a cattle property).

In the next part we will provide a checklist of questions to be asked and resolved when scoping a matter.

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