

Practice Support Tip – Project Management in Legal Practice – Part 1.2

Below is a checklist of the questions which may be asked and resolved at the commencement of a matter:

- What is the client's primary objectives/outcomes for the matter?
- Are there any supporting objectives?
- What is the rationale for proceeding with the matter?
- Are there any constraints on time and budget?
- Is there an imperative to complete the matter in a specified time frame?
- What are the client's priorities if scope, time, costs or quality need to be compromised?
- What is known about the other parties' legal representation?
- What skills and expertise are required?
- Has the firm done anything similar in the past?
- Who is available to work on the matter?
- What are the major risks to successfully completing the matter?
- What action can be taken by the client to reduce costs?
- What are the client's preferences for management of variations to the matter?
- What are the client's preferences for progress reports?
- Do other stakeholders have objectives relating to the matter?

In the third part of this series we will provide some tips on managing the scope of a matter.

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27 October 2016