

## Practice Support Tip – Project Management in Legal Practice – Part 2.2

After identifying the activities which underpin the deliverables the next step in scheduling a matter is to estimate the duration of each activity and link them together to create the matter schedule. Generally, the best person to estimate the duration of each activity is the person who will be performing the activity.

Before attempting to estimate the duration an understanding of the difference between effort and duration is required.

Effort is the energy applied to activities which lead to the creation of the deliverable.

Duration is the time that it takes to complete the activities that lead to the creation of the deliverable.

Some guidance on effort and duration can be gained by referring to recently completed matters and reflecting on the following:

- Has someone expended more effort than was necessary on an activity or deliverable?
- Has someone failed to deliver on time?
- Were there estimating errors made which impacted other work or resulted in excessive additional hours having to be worked?

The next part in this series will include an example of a matter schedule.

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