

Legal Project Management Templates

Klaus Nielsen, Giampaolo Marucci, Jean-Luc Favrot

Legal Project Management in One Hour for Lawyers Pamela H. Woldow, Douglas B. Richardson, 2013 Legal clients are responding to today's unprecedented financial pressures by demanding better predictability, cost-effectiveness and communication from their outside legal service providers. They give their business to those who can manage legal work efficiently--and take it away from those who can't or won't. *Legal Project Management in One Hour for Lawyers* provides any attorney with practical skills and methods for improving efficiency, keeping budgets under control, building strong working relationships with clients, and maximizing profitability.

Legal Project Management - Increasing Adoption with Technology Solutions Susan Lambreth, David Rueff, 2016-10-29 Even with the anticipated continued evolution of tools, implementing LPM provides significant return on investment to law departments and law firms now. In order to take advantage of competitive differentiation and to begin to harness improvement in costs and efficiency, the following booklet provides you with a snapshot of some of the available tools that can help you implement and achieve success with your LPM program.

Implementing Legal Project Management Susan Raridon Lambreth, Aileen R. Leventon, David A. Rueff, Jr., 2015-02-26 This book is a guide to successful implementation of legal project management (LPM) practices for both lawyers and legal professionals alike. The discipline, frameworks, resources and tools described in this book have been tested and successfully used in many matters: from litigation and transactional work to intellectual property and regulatory work. They have been accepted by law firms of all sizes and by clients in law departments both in the US and internationally. The authors are the pioneers in legal project management. Their interdisciplinary approach is rooted in business, engineering, professional development and the practice of law.

Project Management for Lawyers Barbara J. Boake, Rick A. Kathuria, 2011 Adopt a structured approach to planning, pricing and managing legal work that will boost profitability and deliver superior value to your clients.

Project Management in Electronic Discovery Michael I. Quartararo, 2016-06-07 In a rapidly evolving legal environment, law firms, corporations, and service providers need to redefine the way discovery projects are managed. *Project Management in Electronic Discovery* merges principles of project management and best practices in electronic discovery, providing a pathway to efficient, client-oriented services and quality deliverables--at scope, on time, and within budget. This

practice guide is a perfect reference for attorneys, paralegals, and litigation support professionals. Project Management in Electronic Discovery also includes useful forms and templates. Experienced practitioners and aspiring project managers alike can use these materials to plan and execute an electronic discovery project. Among the forms included are: Project Charter Project Management Plan Proposed Discovery Plan IT Infrastructure Questionnaire Custodian Interview Form Collection Specification Collection Log Chain of Custody Processing Specification

Legal Project Management Steven B. Levy, 2009 Legal budgets are shrinking. Clients call for cost control. Finish on time, they plead. Meet business as well as legal needs. Reduce project risk. Be predictable. Do more with less. The emerging field of Legal Project Management offers a powerful new approach. As described in this groundbreaking book, Legal Project Management is not an alien discipline, full of jargon and process overhead. Rather, it's designed for the specific world of legal professionals. It respects the way attorneys work, enhancing their success by playing to their strengths. Best of all, it's easily mastered by attorneys because it's based on tasks they're already doing. Need to make better decisions and provide accurate information about cost, deadlines, and risks? You need Legal Project Management. Trying to control legal costs? Whether you're in a law firm or in-house, it's time to take advantage of Legal Project Management. Legal Project Management is the essential guide to the subject, with topics arranged so you can easily find the material you need when you need it most. Steven B. Levy, a leading expert in the field, writes with clarity and insight gained from his 35 years of business, project, and legal experience. He shares the lessons of decades of managing and mentoring teams that attained outstanding outcomes. Overworked legal professionals are already doing it all. Now get it all under control with Legal Project Management.

The Power of Legal Project Management Susan Raridon Lambreth, David A. Rueff, 2022-05-02 This book is intended to provide a simple, easy-to-use framework that can be applied from start to finish in a matter or with just some elements of it applied here and there to bring a bit more structure to it. The framework is now updated to include a comprehensive review and discussion of legal project management—the definitions and application, the ethical considerations, and the issues and constraints in implementation at the organizational level; and to be a desk reference for anyone implementing LPM to find helpful examples, case studies, tools, and methodologies--

Ten Things You Need to Know as In-house Counsel Sterling Miller (Lawyer), 2017 [The author] shares his insights, anecdotes, strategies, and practical tips learned from his 20+ years of experience as in-house counsel, general counsel, corporate secretary, and chief compliance officer. As author of the popular blog, 'Ten things you need to know as in-house counsel,' Miller provides quick points that you can use in your everyday practice ... Whether you are new to an in-house department or a long-term veteran, the general counsel or just a basic contract lawyer, *Ten Things You Need to Know as In-House Counsel* provides you with guidance on: how to be a successful in-house counsel; being more productive every day;

drafting documents and emails; how to negotiate; effectively managing outside counsel fees; trade secrets and protecting your company; dealing with the Board of Directors; preparing for when bad things happen; analyzing risk; and much more.--

Events Project Management Georgiana Els,Ian Reed,Vanessa Mawer,Hanya Pielichaty,2016-11-10 This book provides events management students with an accessible and essential introduction to project management. Written by both academics and industry experts, *Events Project Management* offers a unique blend of theory and practice to encourage and contextualise project management requirements within events settings. Key questions include: What is project management? How does it connect to events management? What is effective project management within the events sector? How does academic theory connect to practice? The book is coherently structured into 12 chapters covering crucial event management topics such as stakeholders, supply chain management, project management tools and techniques, and financial and legal issues. Guides, templates, case study examples, industry tips and activity tasks are integrated in the text and online to show practice and aid knowledge. Written in an engaging style, this text offers the reader a thorough understanding of how to successfully project manage an event from the creative idea to the concrete product. It is essential reading for all events management students.

Jira Work Management for Business Teams John Funk,2022-02-11 Explore all the fundamental concepts and major applications of Jira Work Management to build and manage your business projects efficiently Key Features Get to grips with Jira Core updates Discover how to use all the new JWM features such as lists, templates, calendars, and forms Learn about administration schemes, automation, and simple administration capabilities Book Description Jira Work Management (JWM) is the newest project management tool from Atlassian, replacing Atlassian's previous product, Jira Core Cloud. While Jira Software focuses on development groups, JWM is specifically targeted toward business teams in your organization, such as human resources, accounting, legal, and marketing, enabling these functional groups to manage and enhance their work, as well as stay connected with their company's developers and other technical groups. This book helps you to explore Jira project templates and work creation and guides you in modifying a board, workflow, and associated schemes. *Jira Work Management for Business Teams* takes a hands-on approach to JWM implementation and associated processes that will help you get up and running with Jira and make you productive in no time. As you explore the toolset, you'll find out how to create reports, forms, and dashboards. The book also shows you how to manage screens, field layouts, and administer your JWM projects effectively. Finally, you'll get to grips with the basics of creating automation rules and the most popular use cases. By the end of this Jira book, you'll be able to build and manage your own Jira Work Management projects and make basic project-related adjustments to achieve optimal productivity. What you will learn Understand how JWM can help your company to increase productivity Discover how to use templates to create projects quickly and with ease Leverage JWM's newest features, including an in-line editable list, a built-in calendar, a roadmap-style timeline, and an updated board Explore

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Legal Project Management Therese Linton, 2014-12-17 *Legal Project Management* combines expertise in project management with practical experience to provide a pared back project management framework specifically tailored to legal practice. It combines real world experience with practical applied tools and techniques that are equally applicable to in-house and external counsel, as well as all legal practice areas. This unique book is set out so the reader can obtain an overall appreciation of the skills of legal project management and then dip back in to chapters which specialise in certain aspects of legal project management including - legal project management fundamentals; Matter Scoping; Matter Scheduling;. Matter Planning; Matter Costing; Matter Resourcing. Matter Quality; Matter Risk Management; Matter Monitoring & Controlling; Matter Closing. Special features include checklists, tips from practice, templates and examples developed with clients. obtain an overall appreciation of the skills of legal project management dip into chapters which specialise in certain aspects of legal project management apply checklists and specific tools and techniques that have been developed through practice

Legal Productivity: How Project Management, GTD, and Tomatoes Can Transform the Way You Practice Law Larry Port, Fundamentals of Project Management James P. Lewis, 2002 Updated concepts and tools to set up project plans, schedule work, monitor progress-and consistently achieve desired project results. In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project-from developing the goals and objectives to managing the project team-and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing scheduling software* Coverage of the PMP certification offered by the Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's project management technologies in any organization-in any industry.

Law Firm Development Geertje Tutschka, 2024-03-04 Due to digitalization, the pandemic and several economic crises, as well as the new demands on the world of work and the responsibility for sustainable business, the legal market and the ways

lawyers work are changing. Law firms are facing entirely new and more complex challenges than before. This book provides answers to all questions related to law firm formation, law firm management, employee leadership, and law firm marketing. It highlights all aspects of modern strategic law firm development, including related business models such as legal tech. The clear and didactically prepared structure with chapter breakdowns, working examples, expert statements and summaries also facilitates selective reference to specific topics.

Metrics for Project Management Parvis F. Rad, Parvis F. Rad PhD, PMP, Ginger Levin, Ginger Levin PMP, DPA, 2005-10
Your Complete Guide to Project Management Metrics is Here! Metrics for Project Management: A Formalized Approach describes a comprehensive set of project management metrics in an easy-to-read format. Through a unique presentation of metrics through the categories of “things,” “people,” and “enterprise,” you'll learn how metrics can: • Guide you toward informed decisions • Help the enterprise recognize the sum of its collective capabilities • Ensure that plans for producing and delivering products and services are consistently realistic, achievable, and attainable • Link the efforts of individual team members with the overall success of the project • Indirectly promote teamwork and improve team morale

Knowledge Management in Practice Anthony J. Rhem, 2016-08-19 This evidence-based book provides the framework and guidelines that professionals need for working with the contemporary explosion of data that is creating opportunities and challenges to all phases of our society and commerce. –Larry R. Medsker, Research Professor in Physics and Data Science, The George Washington University Knowledge Management in Practice is a resource on how knowledge management (KM) is implemented. It provides specific KM methods, tips, techniques, and best practices to gain competitive advantage and the most from investing in KM. It examines how KM is leveraged by first responders, the military, healthcare providers, insurance and financial services companies, legal firms, human resources departments, merger and acquisition (M&A) firms, and research institutions. Essential KM concepts are explored not only from a foundational perspective but also from a practical application. These concepts include capturing and codifying tacit and explicit knowledge, KM methods, information architecture, search, KM and social media, KM and Big Data, and the adoption of KM. Readers can visit the book's companion website, KM Mentor (www.KMmentor.com), where they can access: Presentations by industry leaders on a variety of topics KM templates and instruction on executing KM strategy, performing knowledge transfer, and KM assessments and audits KM program and project implementation guidance Insights and reviews on KM tools Guidance on implementing and executing various KM Methods Specialized KM publications A private secure collaboration community for members to discuss ideas and get expert answers and advice

Project Management, Planning and Control Mr. Rohit Manglik, 2024-05-05 EduGorilla Publication is a trusted name in the education sector, committed to empowering learners with high-quality study materials and resources. Specializing in competitive exams and academic support, EduGorilla provides comprehensive and well-structured content tailored to meet

the needs of students across various streams and levels.

Optimizing Project Management Te Wu, 2020-04-27 SHELVING GUIDE: Project Management This hands-on guide is written for project professionals seeking to find an optimized way of performing project management. It provides answers to such critical questions as: Why should an organization apply project management? What is the value of project management in the broader context of an organization? Is project management as successful as some advocates suggested or is it a waste of time and resources because of the many extensive and bureaucratic processes? Which project management approach should our project team adopt: predictive or adaptive, waterfall or rolling water, extreme programming or Scrum? This book aims to provide an optimized view of project management by balancing and blending competing methodologies (e.g., traditional versus Agile), lengthy methodologies and broad principles, processes and practices, and the need to understand versus the need to apply. It includes project management templates, an integrated case study illustrating how to apply tools and concepts, and a glossary of key terms. *Optimizing Project Management* is for both aspiring and practicing project management professionals. It covers the core concepts, practices, and skills that are useful for developing new ideas, planning activities, implementing projects, and conducting planning and controlling of schedule, budget, and scope. The text is particularly useful for students, project professionals wanting to refresh their knowledge, and those pursuing project management certifications. This book is aligned with common project management standards such as the Project Management Body of Knowledge and the ISO 21502: Project, Programme and Portfolio Management — Guidance on Project Management.

Mastering the NEW PMI Certified Associate in Project Management (CAPM)® Exam (2023 Version) Klaus Nielsen, Giampaolo Marucci, Jean-Luc Favrot, 2024-04-08 Project Management Institute (PMI) is the leading professional association for project management, and the authority for a growing global community of millions of project professionals and individuals who use project management skills. PMI offers several certifications in the areas of project management, risk management, and other related areas. The Certified Associate in Project Management (CAPM®) is one credential offered by the Project Management Institute (PMI). The CAPM® is an entry-level certification for project practitioners. Designed for those with less project experience, the CAPM® is intended to demonstrate candidates' understanding of the fundamental knowledge, terminology, and processes of effective project management. This certification is a popular prerequisite that helps employers find the professionals most suited to fulfill specific roles in their organizations. Most study guides just explain the contents of the exam without providing tools to maximize learning. The authors, as authorized training partners with PMI, translate the new 2023 examination content outline into what exam takers need to do and know in preparation for the exam. It also provides them with exercises and prep questions as a quick and easy check to ensure they are on the right path in preparation for the exam, thus maximizing their chance of passing.

Project Management Stewart R. Clegg, Torgeir Skyttermoen, Anne Live Vaagaasar, 2024-11-01 The second edition of this comprehensive textbook has been fully revised and updated, streamlining chapters and ensuring accessibility. Sustainability is now at the core of this textbook, showing students how projects can achieve success and create value for all stakeholders, ensuring projects for people, planet and prosperity. Key features of this edition include: • Sustainability Development Goal icons throughout highlighting where topics related to sustainability are covered. • New and expanded coverage of agile approaches, remote working, digitalisation, artificial intelligence and Industry 4.0. • Over 100 case studies from across different industries and countries such as Spain, Denmark, Qatar, Kenya, South Africa, Australia and Brazil. With an array of pedagogical features and complemented by supplementary online resources, this textbook is essential reading for students and managers undertaking a project management course at either the undergraduate or postgraduate level.

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