

Why is this important? In the highly competitive fee-focused environment in which we work, project management can be a law firm's lifeline. Managing budgets and matter profitability is vital and requires a practical implementation of project management principles. This workshop is designed to combine the firm's existing best practice with proven tools and techniques enabling greater control over matter profitability and client expectations.

A tailored approach. The workshop demonstrates how taking a structured approach to planning, pricing and managing legal work can improve profitability and client satisfaction. Your approach to project management will be unique to your business and culture, the course ensures that delegates have a good overview of the best practice already in place and an action list for the future.

Understanding your business-pre course information gathering. Because each firm is unique, the course is tailored to your requirements. The course is designed as a half day (3 hour) workshop, preceded by (up to one day of) information gathering on the firm's existing project management ethos, techniques and templates and the tools currently used to set and monitor matter budgets. 2 workshops can be run on one day if required.

Objectives. By the end of the programme, participants will be:

- Able to understand the key principles and different approaches that clients are taking to LPM.
- More aware of their personal approach to project management and the requirements of the firm.
- Able to develop a matter project plan, develop a budget and analyse profitability.
- Equipped to manage key stakeholder communications (both client and internal).
- Better able to plan identify the correct resourcing.
- Aware of the communication needed to improve client satisfaction.
- Able to manage and mitigate potential risks.
- Equipped to evaluate the success of projects and apply what has been learned back into the firm.

Content. Andrew will lead participants through a series of practical exercises that will address:

- Understanding the firm's approach to project management, examples of best practice and successes.
- Project management principles and how to apply them.
- Identifying the necessary resources for success.
- Key tools and techniques to support the framework.
- Project management as a pricing and business development strategy.
- Managing matter profitability and demonstrating value to clients.
- Overcoming the challenges in managing a matter profitably (time, scope and cost).
- Sharing practical advice on the further development and implementation of the firm's legal project management strategy.
- Summary; Review and Personal Action Plans and Roadmap.

Outcomes. Following the course, Andrew will provide a written report on the findings and a summary of the recommended action plans and road maps recommended.

Course Logistics. Courses will take place on client site. Workshops should be for no more that 12 delegates per session.

Andrew Haslam. Andrew is a highly experienced project manager and one of the UK's leading independent litigation support consultants who has been running complex projects for law firms, their clients and in house counsel since 1997. He has a pragmatic approach to the topic, based on real life experience, and underpinned with tools, templates and techniques that have helped firms such as Hogan Lovells, BLP, RPC, Hugh James, SJ Berwin, Clyde & Co, Berrymans Lace Mawer, Mishcon de Reya, Lewis Silkin, Thomas Eggar, Pinsent Masons and many others. Andrew provides Training, Coaching and Project Review services, all with a focus on achieving the strategic objective, whilst maintaining a practical eye on the issues at hand.

Course costs. The course is priced at one day of Andrew's time at £1,000, however discounts are available for block bookings and for half day only sessions.