

LEGAL PROJECT MANAGEMENT PRODUCTS AND SERVICES

Tools and Templates

Lawyers can save time by using our tools and templates to obtain exactly the information they need, precisely when they need it, by laptop, tablet, or phone. Whether it's planning a bid, defining scope for a new matter, improving client communication, or increasing efficiency and cost-effectiveness in other ways, our tools and templates provide step-by-step advice. Until recently, the only electronic "just-in-time training" tools for LPM have been limited to a few templates created by individual firms. LegalBizDev has substantially reduced the cost of providing an extensive library of online tools by offering firms licenses to reproduce and adapt all of the materials published in the 412-page fourth edition of our widely praised *Legal Project Management Quick Reference Guide*, along with additional new templates developed after the book's publication in October 2016.

These tools and templates can be emailed to lawyers who need to address an immediate problem, customized to save time creating firm-specific procedures, or adapted for in-firm presentations and training. They were developed over more than six years of research and testing with over 100 law firms. This library provides an unmatched resource summarizing what's worked in LPM at other firms and what hasn't. Instead of paying to reinvent the wheel, firms can now start from a proven foundation that has helped thousands of lawyers to increase value, client satisfaction, and firm profitability on both hourly and alternative fee arrangements.

The one-time fee for a perpetual license includes five hours of consultation with the LegalBizDev authors of these tools and templates to maximize the value to your firm through discussions with key lawyers and LPM, finance, IT, marketing, and other departments.

Coaching

The most effective way to change LPM behavior and build momentum within a firm is for motivated attorneys and staff to directly experience immediate benefits and then become internal champions who spread the word. The most efficient way for lawyers to experience those benefits is to work one-on-one with a legal project management expert who serves as a personal coach. Our standard program includes unlimited coaching for two to four months, built around a weekly phone call.

For groups of six lawyers that participate in coaching at the same time, we also offer an option of coordinating activities by starting the program with a group workshop, presented as a two-hour webinar or video conference or a half-day meeting in your office.

Certification In 2010, LegalBizDev introduced the first LPM certification specifically designed to meet the unique needs of busy lawyers and legal staff. Our Certified Legal Project Managers® now work at firms ranging in size from eight lawyers to over 4,000 lawyers, in the US and overseas. Certification is based on a self-paced distance learning program which requires a minimum commitment of 40 hours over approximately six months.

Workshops *How to Increase Client Satisfaction and Profitability with Legal Project Management* is a half-day workshop designed for lawyers at any level who want a general education in how project management principles apply to the legal profession. The workshop includes breakout groups in which participants discuss exactly how the principles apply to their practice.

How to Define Legal Scope and Negotiate Changes was created to address the area of greatest need in most law firms. When we interviewed managing partners and other leaders from AmLaw 200 firms for the book *Client Value and Law Firm Profitability* they reported that the single most critical issue in LPM is defining the scope of work necessary to meet a client's objectives at a price that satisfies both the client and the firm. This half-day workshop is built around exercises and discussions of how each lawyer can best accomplish this.

Consulting We can help your firm produce behavior change quickly and cost-effectively by applying our extensive experience and knowledge of the most effective best practices at similar firms. We will collaborate with your management team and/or internal LPM staff in whatever way you find most useful. Approaches we've used in the past include developing strategic and tactical LPM plans and participating in planning meetings of executive committees and LPM task forces.

We also offer customized "coach the coach" programs to help your in-house team increase their impact by adapting our proprietary *LPM Coaching Guide* process to your firm. For firms that are developing internal LPM courses, we can help save time and money by licensing the workshop materials we have developed and tested over several years, including our proprietary database of hundreds of PowerPoint slides.

Whatever your needs, we would be happy to develop a proposal to help your firm implement LPM more economically by building on our experience and research with hundreds of law firms.

For more information about how our unique just-in-time approach to LPM and business development can help your firm change lawyers' behavior, increase client satisfaction, and improve profitability, contact us today at 800-49-TRAIN or info@legalbizdev.com.