LEGAL PROJECT MANAGEMENT ONLINE TOOLS AND TEMPLATES

LPM TOOLS MAIN MENU

- Top ten tools to apply LPM
- Top ten tools to understand LPM
- All LPM tools, by category
- Background on these LPM tools
- Search LPM tools
- FIRM NAME custom tools for pricing, AFAs and LPM
- Save time by asking an expert
- Exit LPM Tools and return to the intranet Main Menu

YOUR LOGO

Sample menu
Customized for your intranet

The online fifth edition of our *Legal Project Management Quick Reference Guide* enables lawyers to quickly look up exactly the information they need, precisely when they need it, on their laptop, tablet, or phone.

This electronic library includes more than 150 LPM tools, in pdf and Word form, integrated with your intranet.

New tools and templates are added twice a year, so that lawyers can keep up with developments in this rapidly changing field.

The cost of a license depends on the size of your firm. For details, contact us at info@legalbizdev.com or 800-49-TRAIN.

LegalBizDev is the first and only company that offers an electronic library of tools and templates to support legal project management (LPM) initiatives and increase efficiency, client satisfaction, and profitability.

The benefits of this library include

- Providing instant access so lawyers can quickly look up the exact information they need, precisely when they need it, on their laptop, tablet, or phone, whether they are in your office, in a hotel room, or on an airplane.

- Saving time by building your LPM efforts on a foundation that has been developed over several years, and tested and refined in firms with over 100,000 lawyers, rather than re-inventing the wheel and starting from scratch.

- Keeping up with the latest developments in this rapidly changing field, with new tools and templates which are added to the library every few months.

In most professions, "just-in-time training" materials like this have become the standard way to teach new skills. For example, when people need to use an unfamiliar feature of Microsoft Word, very few would consider taking a class or looking it up in a book. They simply find the exact information they need in online help, precisely when they need it.

Developing a library like this from scratch, and keeping it up to date, would take years of effort. This resource can multiply the return on a firm's related investments by helping LPM Directors, practice group leaders and others to provide more effective support more quickly.

Rapid return on investment

As soon as just one lawyer who is responsible for a large engagement accesses the right information at the right moment, the return on investment will quickly exceed the license cost by:

- Increasing the accuracy of an initial fee estimate and the likelihood of payment in full by using the template "15 questions to ask clients to help define scope"

- Renegotiating a fixed fee by using the template "Prepare and negotiate for approval of a scope change"

- Using any of the more than 150 tools and templates in this electronic library to increase client satisfaction and/or firm profitability

New tools

Because the field of LPM is evolving rapidly, we add new tools to the electronic library twice a year. At this time, the 5th edition includes 18 tools that have been created or updated since the 4th edition was published in 2016 as a book, such as:

- How state-of-the-art Agile project management techniques can fundamentally change your approach to LPM

- Using LPM to retain current clients and find new ones

- How active listening can help you determine each client's unique definition of value

- Standard (UTBMS) task codes

- Benefits of matter planning

- And more…

A complete list of all the tools and templates in the 5th edition appears at www.legalbizdev.com/projectmanagement/index.html#contents

Consulting support to change behavior

It is extremely difficult to convince lawyers to change their behavior, and the tactics that work best will vary from firm-to-firm and even from group-to-group within a firm. Based on LegalBizDev's experience using these templates in firms with over 100,000 lawyers, the authors of these tools will help you develop a well-defined program that fits your firm's culture and resources. This will increase buy-in by helping to assure that influential lawyers actually use the tools to increase efficiency, client satisfaction, and profitability at your firm. Each license includes support for:

- Specific tasks, objectives, and timelines for using these LPM tools and templates

- Systems to provide exactly the information lawyers need, precisely when they need it

- A list of the top ten tools that have proven most useful in implementing LPM, and the top ten tools that are most effective in introducing LPM concepts
- Prioritizing which lawyers to focus on first when introducing the tools
- Suggestions for working with LPM champions, practice group leaders, and LPM Directors
- Designing an internal program to publicize successes
- How to save time developing firm-specific processes and procedures by starting from our templates
- How to customize our tools for in-firm presentations and training

What the experts are saying about our LPM tools

The tools and templates that appeared in the fourth edition, were reviewed by 22 experts in the field. Here are a few typical comments:

"A must read!" – *Vincent A. Cino, Chairman, Jackson Lewis*

"Every partner should use this book." – *Toby Brown, Chief Practice Management Officer, Perkins Coie*

"My 'LPM bible'" – *Melissa Prince, Director of Pricing and Legal Project Management, Ballard Spahr*

"There is no better resource available… to enable practitioners to increase client satisfaction and win business by implementing meaningful change."
– *David Fries, Senior Advisor, Pricing & Practice Management, Orrick Herrington & Sutcliffe LLP*

For complete comments from all 22 experts, see
http://www.legalbizdev.com/projectmanagement/lpm-tools-book.html#reviews4.

Should your firm use these tools?

This online library is NOT a silver bullet which will automatically make your entire firm more efficient. It IS a set of tools which can significantly accelerate the progress of your LPM initiatives.

The fastest return on investment will be seen at firms that use the tools to multiply the effectiveness of related programs, and continually follow up.

If your firm is just starting to take its first steps to implement LPM, we recommend that you postpone consideration of these tools, and begin instead with one to one coaching to build a proven track record of success.

The fee for a license includes

- Unlimited non-exclusive rights to reproduce and adapt all of this content within your firm and with your clients for one year

- Separate files for each tool (in both Word and pdf format) so you can easily deliver just the information a particular lawyer needs

- New tools and templates that will be released to license holders twice a year

- Consultation with the authors of these tools and templates to maximize the value to your firm, insure quick wins, and establish a foundation for future success

- A suggested menu structure that can be adapted to your intranet

- Possible wording for an email from the managing partner or another senior partner announcing the availability of these tools and the benefits to the firm and individual lawyers

- Twelve "LPM tips of the month" each year, for publication on your intranet, internal newsletters or email to remind lawyers of the value of this resource

These cutting-edge tools are an unmatched resource summarizing what's worked for 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. Whether it's planning a bid, defining scope for a new matter, improving client communication, or improving efficiency in other ways, this library of tools and templates will help your firm increase value, client satisfaction, and firm profitability on both hourly and alternative fee arrangements.

For more information

For a more contact us today (info@legalbizdev.com, 800-49-TRAIN), or see http://tinyurl.com/LPM-Tools for the complete list of the 5th edition tools and templates, the names and law firms of our 26 contributing authors, and a list of the 24 members of our LPM Advisory Board.