



**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 approximately 150 LPM tools, in pdf and Word form, integrated with your intranet.

New tools and templates are added every few months, 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 you can quickly look up the exact information you need precisely when you need it on your laptop, tablet, or phone, whether you 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. 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

This library includes updated versions of the tools and templates that appeared in the printed fourth edition, which begins with praise from 22 experts in the field, including:

"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

The electronic library includes new and revised tools which were written after the book was published, 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...

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 consult with your firm to create a strategic plan that fits your firm's culture and resources, including:

- 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
- The possible role of LPM champions, practice group leaders, and staff

- 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

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 every few months
- 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

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.

THE LEGAL PROJECT MANAGEMENT QUICK REFERENCE GUIDE

Fifth Edition

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 The Association of Corporate Counsel (ACC)
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 by the Law Firm Value Committee

For more information, see our web page (www.legalbizdev.com) or contact us today (info@legalbizdev.com, 800-49-TRAIN).