



LPM Institute

Legal Project Management Training Certification Workshop

11 – 12 July 2018

Presented by Susan Raridon Lambreth – Principal, LawVision Group and LPM Institute

In association with the Centre for Legal Innovation at The College of Law Sydney,
Level 16, St James Centre,
111 Elizabeth St, Sydney NSW 2000



Why Learn Legal Project Management?

Legal project management (LPM) is an essential skill for lawyers and other legal professionals. It can help ensure greater client satisfaction, more profitable matters and more satisfying work.

This workshop provides a simple, yet powerful framework for applying LPM techniques and approaches to your legal matters immediately. The workshop is highly interactive. You learn from the instructors and the others in the workshop using a case study based on actual legal matters.

Lawyers and other legal professionals are focusing on LPM for the following reasons:

- An increasing number of clients are pushing for fee estimates, scoping of work and greater efficiencies in the handling of their work;
- Better use of LPM techniques can help reduce legal spend and increase predictability for legal departments and minimize significant write-offs and write-downs for law firms;
- Enhanced LPM can lead to opportunities to win more RFPs;
- A growing number of clients are asking for trained legal project managers on their matters; and
- Application of LPM approaches create greater internal teamwork, enhance lawyer and staff morale / retention and improve client relationships.

You should attend this programme:

- If you are interested in adding to your skill set a thorough understanding of LPM to apply to your matters.
- If you are implementing LPM in your legal organisation and want to take your efforts to a new level.
- If you want to learn new LPM skills but also learn from other participants about how their firms are implementing LPM.



Who Should Attend:

- Practising lawyers at all levels – partners, associates, counsel and staff / contract lawyers
- Legal project managers
- Directors of LPM and / or pricing
- Finance professionals
- Practice management professionals – practice group business managers and others helping practice group leaders run their groups
- Professional development directors interested in expanding their firm's offerings in project management training

What you will gain

Earn the LPM LaunchPad™ Certificate in the Fundamental Skills of Legal Project Management

The consultants with LawVision Group were the first to offer a certification in legal project management in early 2010. Now in its ninth year, the LPM Institute Training Programme offers lawyers and other legal professionals the opportunity to earn the LPM Certificate and understand how to apply the essential elements of legal project management to their matters. The course is taught by leading experts who have trained over 8,000 lawyers in project management, leadership and practice management, and who have industry experience from organisations who embraced project management concepts long before law firms. This skills-based workshop uses a mixture of case studies based on actual legal work, small group exercises and short lectures to teach participants the skills they need to exceed client expectations for efficient and effective legal work.

A workshop-style approach where participants can learn specific skills and approaches to apply immediately to manage projects more efficiently and effectively.

Valuable material to take home, including a course book with templates, guides and other instructional materials, as well as a Quick Reference Guide—a handy tool for applying key elements of legal project management when back at the office.



All registrants receive a copy of Implementing Legal Project Management – The Legal Professional's Guide to Success



LPM Institute

Presenter



LPM Institute was founded as an informational resource to law firms and legal departments on developing and implementing LPM in their organisations. The Institute offers legal project management and process improvement training courses, consulting and informational resources for LPM. Susan Raridon Lambreth, Principal with LawVision Group and a former Hildebrandt partner for 20 years founded the Institute. In collaboration with industry experts, she developed the first certification course in project management for lawyers in early 2010 and since then, over 3,000 lawyers have taken these courses, including 800 who have completed the certification.

Susan Raridon Lambreth is a Principal with LawVision Group and Founder of the LPM Institute. She is a recognized expert on practice and project management and leadership development and has trained over 8,000 partners in law firms on a variety of leadership and management topics affecting improved performance of practices and groups, including project and practice management. She is a Yellow Belt in Lean Sigma / Process Improvement for Law Firms. She has worked with a majority of the leading law firms to enhance their ability to manage practices, projects, and teams. Ms. Lambreth is the author of 6 leading books on practice group management and legal project management including:

- *Implementing Legal Project Management – The Legal Professional’s Guide to Success*
- *Legal Project Management – Increasing Adoption with Technology Solutions*
- *Optimizing Practice Management: Driving Profitability and Market Position*
- *The Power of Legal Project Management: A Practical Handbook*
- *Achieving Peak Performance Through Practice Management: A Practical Handbook*
- *The Practice Group Leader’s Handbook for Success*

Ms. Lambreth has consulted to law firms for over 25 years. Prior to that, she practiced law as a litigator.

The programme provides:

- An understanding of all of the key legal project management concepts and how to talk to your clients credibly about them
- Examples of how legal departments and law firms are implementing LPM for different types of practice areas
- A skills-based approach to learning the fundamental LPM techniques such as stakeholder analysis, scoping of work, project plans and budgets, managing scope changes and conducting end-of-matter debriefs
- An understanding of the new CLOC approach to LPM
- The LPM Institute LaunchPad™ Certificate in the Fundamental Skills of Legal Project Management that can help you differentiate from other legal professionals.

The primary elements of our programmes include:

- Upfront discussion of client's objectives / expectations – including ensuring the firm and client are on the “same page” and that all members of the legal team understand these
- Understanding the key decision-makers in the client who can affect the legal outcomes and success of a matter
- Detailed “scoping” of work – whether on an AFA or simply for a budget / fee estimate
- Breaking down the work into component parts to develop more accurate budgets and to be able to manage the work and the legal team efficiently and effectively
- Development of budgets and management of the matter to the budgets – managing the matter and variations from plan / changes in scope; managing budget to actual
- More active management of the matter throughout, including task assignment and monitoring assignment completion
- Enhanced project team and client communications
- Dealing with scope changes throughout a matter
- End of matter debriefing / lessons learned



Programme Agenda: Day 1

Day 1 11 July 2018

9:00 a.m. **Session 1: Understanding Legal Project Management**

Business Case for Project Management / Leading Law Firm and Legal Department Examples

Introduction to Legal Project Management (LPM) Terminology

The LPM Institute Framework for Legal Project Management

Small Group Exercise – Project Management In Action

10:30 a.m. **Break**

10:45 a.m. **Session 2: The Engaging Phase of LPM**

Defining and Understanding Stakeholders

Analyzing Stakeholders and the Impact on Your Project

Developing Effective Scope of Work Agreements / Defining In and Out of Scope

Setting and Managing Client Expectations

Capitalizing Upon Your Firm's Resources to Get Started

12:15 p.m. **Working Lunch**

1:00 p.m. **Session 2 continued**

2:15 p.m. **Session 3: Planning Phase of LPM**

Understanding the Steps in the Planning Phase of LPM

Details of a Project Plan

Building a Work Breakdown Structure and Project Schedule

Risk Management Planning

Communications Planning

5:00 p.m. **Conclusion Day 1**



Programme Agenda: Day 2

Day 2 12 July 2018

9:00 a.m. **Session 3: The Planning Phase of LPM (continued)**

Developing the Project / Matter Budget

Case Study – Budgeting Exercise

10:30 a.m. **Break**

10:45 a.m. **Session 4: The Executing Phase**

Communicating with the Client throughout the Engagement

Resource Management – In and Outside the Firm

Monitoring the Plan and Budget

Dealing with Schedule and Scope Changes

Negotiating Changes with Clients

12:30 p.m. **Working Lunch**

1:30 p.m. **Implementing Legal Project Management in Your Firm and The Role of Legal Project Managers – Perspective from a Panel of Experts**

Rob Munoz, Legal Project Manager, Allens

Rachael Moore, Head of Legal Project Management, Ashurst

Neroli Butt, Legal Project Manager, MinterEllison

2:45 p.m. **Break**

3:00 p.m. **Session 4 The Evaluating / Closing Phase / Wrap-Up and Conclusion**

Applying LPM to Your Matters Going Forward

Key Takeaways and Action Planning

5:00 p.m. **End of Programme**



Quotes from Past Attendees

Linda Salem, Executive Director, Reed Smith University “This was a very valuable programme. The content was very good, and it was reinforced through the exercises. I learned a lot from the presenters and from my fellow participants.”

Dominie Banfield, Head of Legal Project Management at Allens, Asia-Pacific “LawVision’s legal project management training was excellent for our partners and senior associates. It helped them develop a strong set of skills in project management and offered them a changed perspective for engaging with clients. Ms. Lambreth was excellent – engaging and knowledgeable – and we all gained a lot from the workshop.”

Shaun Temby, Partner at Maddocks Lawyers (formerly with Norton Rose Fulbright), Sydney “I found this seminar to be an excellent introduction to both the concept of legal project management and also the business case for introducing this methodology to my practice. The seminar had a strong practical component and attendees will leave the seminar with a suite of tools that they can apply in their everyday working life to improve their project management capabilities. This seminar is a must for legal and support staff that are interested in the concept of legal project management but new to its everyday workings.”

Marina Makanova, Former Project Director at Dentons US LLP: “Legal Project Management training offers a wealth of information on the subject. The modules in this course address critical issues with clear explanation of problems and how to deal with them step by step. I also found it highly beneficial to be in the room with other professionals facing similar challenges and exchanging ideas about ways to tackle them.”

Alex Rahm, Department Operating Officer at Kilpatrick Townsend & Stockton remarked that the workshop was “very effective and well worth the time” adding that “the course provides an excellent framework for legal project management and includes practical exercises and approaches that one can immediately apply. I would recommend it for all those looking to implement project management and those needing a refresher course on effective project management.”

Registration Details

PRICING

Standard: \$1,995.00 including GST.

College of Law alumni, Law Society/Bar Association members and friends: \$1,795.50 including GST.

Group Discounts

Please contact the Centre for Legal Innovation at The College of Law to discuss rates for multiple attendees from the same firm at cli@collaw.edu.au or by phone on +61 7 3234 4541.

Registration, Cancellation and Refund Policy

Registration is available online in the Workshops section of the Centre for Legal Innovation website: www.cli.collaw.com.

Before registering, please read our cancellation and refund policy for this Workshop below:

- If you withdraw on or before 11 June 2018, a full refund will be available excluding a \$250 administration fee
- If you withdraw on or after 12 June 2018 up to and including 29 June 2018, a refund of 50% only of the Workshop will be made
- If you withdraw on or after 30 June 2018, no refund will be made.

The College of Law and LawVision reserve the right to re-schedule or cancel this Workshop, and to change presenters, or revise content as required. If we cancel the Workshop, a full refund will be issued. If the re-scheduling of the Workshop does not meet with your commitments, a full refund will be issued.

Disclaimer

The College of Law and LawVision Group have the right to refuse any registration at their own discretion. RECORDINGS OF ANY KIND ARE NOT PERMITTED.