

Legal Project Management

Ask a Manager Knowledge Management for Lawyers Brand Strategy and Management for Law Firms Legal Project Management Field Guide A Manual of Style for Contract Drafting Legal Project Management - Increasing Adoption with Technology Solutions Large-Scale Construction Project Management The Lawyer's Guide to Succession Planning: A Project Management Approach for Successful Law Firm Transitions and Exits A Guide to the Project Management Body of Knowledge (PMBOK(R) Guide-Sixth Edition / Agile Practice Guide Bundle (HINDI) Parkinson's Law Identifying and Managing Project Risk The Evolution of Professional Football The Project Management Question and Answer Book Implementing Legal Project Management Managing The Professional Service Firm Using Legal Project Management in Mergers and Acquisitions Transactions The Legal Technology Guidebook Legal Project Management Writing Better Books the Agile Way Project Management for Lawyers Collaboration Tools for Project Managers Project Management ToolBox International Contractual and Statutory Adjudication Legal Productivity: How Project Management, GTD, and Tomatoes Can Transform the Way You Practice Law Field Guide to Project Management Practice Standard for Project Risk Management Client Value and Law Firm Profitability Youth Technical Sessions Proceedings The Lean Law Firm Ten More Things You Need to Know as In-house Counsel Legal Project Management in One Hour for Lawyers The Future of Business Smarter Pricing, Smarter Profit The Small Firm Roadmap Legal Project

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Management Remaking Law Firms The Power of Legal Project Management Legal Project Management Quick Reference Guide Project Management in Electronic Discovery Ethics and Project Management

Ask a Manager

Knowledge Management for Lawyers

What is a project charter? How about a work breakdown structure? Do you know the basic steps behind risk quantification? And why is it important to be acquainted with Goldratt's critical chain theory? The Project Management Question and Answer Book is a one-stop reference that both beginning and experienced project managers will use in countless on-the-job situations. Providing the answers to critical questions, from the simplest to the most advanced, the book is arranged to get you the information you need the moment you need it. You'll find helpful explanations of crucial project management issues, including: * Why PM is useful to you and your organization * How to interact with project stakeholders to maximize productivity * How to establish realistic cost, schedule, and scope baselines * What management techniques can be used to motivate teams * What methods you can use for evaluating project team performance Packed with case studies and

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examples, The Project Management Question and Answer Book is an indispensable guide covering everything from estimates, quality control, and communications, to time-, risk-, and human resource management. It is a practical, constantly usable resource for understanding fundamental project management issues and implementing workable solutions.

Brand Strategy and Management for Law Firms

The focus of this manual is not what provisions to include in a given contract, but instead how to express those provisions in prose that is free of the problems that often afflict contracts.

Legal Project Management Field Guide

A Manual of Style for Contract Drafting

This book explores the transformational impact of new technological developments on legal practice. More specifically, it addresses knowledge management, communication, and e-discovery related technologies, and helps readers develop the project management and data analysis skills needed to effectively navigate the

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current, and future, landscapes. It studies the impact of current trends on business practices, as well as the ethical, procedural, and evidentiary concerns involved. Introducing novel interactive technologies as well as traditional content, the book reflects expertise from across the legal industry, including practitioners, the bench, academia, and legal technology consultants. All of the contributing authors currently teach aspiring lawyers and/or paralegals and have identified a gap in the available instructional material. Rapid technology advances have radically changed the way we all live and work, and the legal profession is by no means exempt from the impact of these changes. In order to better assist their clients, and to better compete on the legal market, it is imperative for lawyers to understand the ethical, functional, and business consequences of new technologies on their respective practices. This book provides the necessary content by including legal technology texts, information about novel pedagogical technologies, helpful tools for managing legal technologies and IT staff, statistical methods, tips and checklists.

Legal Project Management - Increasing Adoption with Technology Solutions

A majority of large-scale construction and major infrastructure projects are funded by public funds from taxpayers. However, these projects are often subject to severe delays and cost overruns. Large-Scale Construction Project Management:

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Understanding Legal and Contract Requirements introduces integrated approaches to project management and control mechanisms to effectively manage large-scale construction projects. It explains the contractual requirements and associated legal principles under the latest edition of the leading standard forms of contracts, including FIDIC 2017, NEC4, and JCT 2016. It explains integrated project governance regarding time, cost, risk, change, contract management, and more. Further, it discusses the legal issues of scheduling delays and disruptions regarding the Delay and Disruption Protocol (Society of Construction Law) as well as Forensic Schedule Analysis guidance (American Association of Cost Engineering). Features: Provides strategies to effectively resolve disputes during construction projects Examines Quantitative Schedule Risk Analysis (QSRA) and Quantitative Cost Risk Analysis (QCRA) Introduces the most recent software and techniques used in managing large-scale construction projects This book serves as a useful resource for project control and management professionals, researchers in construction management and project management, and students in building construction management and project management.

Large-Scale Construction Project Management

Sixty-five percent of law firms' equity partners in the U.S. are in their late 50s or early 60s. Over the next ten years, there will be many partners in firms of all sizes transitioning and exiting their practices. Many solo and sole owner attorneys as

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well as larger law firms are in "reactionary mode" and have not adequately prepared for transition of firm leadership and client relationships. A firm's very survival may very well depend upon coming to terms with succession and transition and doing so early. The purpose of this book is to provide guidance to firms of all sizes, especially smaller firms and share succession and transition processes, approaches, and step by step action plans for solo practitioners, sole owners and members of larger law firms. The book discusses what to do and what not to do, how to do it and provides case studies, sample action plans, sample succession plans, sample agreements and other documents.

The Lawyer's Guide to Succession Planning: A Project Management Approach for Successful Law Firm Transitions and Exits

"This book seeks to provide you with an easy-to-read roadmap, guiding you through how you can drive improvements to your law firm's existing pricing and legal project management capability and also to the overall profit contribution made in this ever-changing legal environment"--

A Guide to the Project Management Body of Knowledge (PMBOK(R) Guide-Sixth Edition / Agile Practice Guide Bundle

(HINDI)

This book is a guide to successful implementation of legal project management (LPM) practices for both lawyers and legal professionals alike. The discipline, frameworks, resources and tools described in this book have been tested and successfully used in many matters: from litigation and transactional work to intellectual property and regulatory work. They have been accepted by law firms of all sizes and by clients in law departments both in the US and internationally. The authors are the pioneers in legal project management. Their interdisciplinary approach is rooted in business, engineering, professional development and the practice of law.

Parkinson's Law

This book helps professionals implement better knowledge management strategies in their firms, introduces them to the fundamentals, and provides them with practical strategies and tools.

Identifying and Managing Project Risk

The primary goal of this book is to help law firms adapt to a rapidly changing

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marketplace by providing insights into what has worked at other firms and what hasn't. Many articles and books have been written by law school and business school professors and by countless consultants analyzing how the legal profession is changing. The only thing that's been missing from the conversation is public statements by the people who actually run large law firms. These senior decision makers rarely publish anything on their tactics and strategies. They are the ones who deal with these issues every day and whose very livelihood depends on coming up with the right answers. What do they think? To answer this question, LegalBizDev founder Jim Hassett interviewed leaders from 50 AmLaw 200 firms in 2013 and 2014. This is the only research on the topic which is based on confidential in-depth interviews with chairs, managing partners, senior partners, and firm executives such as CEOs, COOs, and CFOs. The name of every individual who participated in the research is confidential and all quotes are anonymous. This approach has enabled senior decision makers to speak frankly and openly about what they really think. Since the participants in the study were promised that they would not be quoted by name, they were unusually frank in their responses, including the law firm chairman who said that "lawyers are about as dumb as you could possibly be about understanding how our product is made. The lawyers who understand how to make it and who can manage that process efficiently are going to be the winners." The law firm leaders also felt free to speak about both the business problems they face and possible solutions, like the managing partner who noted that "I have a \$10 million practice. But that could be a disaster for a firm,

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because it could cost them \$11 million to get \$10 million. But nobody ever talks about it that way." According to Altman Weil Principal Tom Clay, "Although Jim's interviews were with 50 large law firm leaders, his commentary and takeaways should be taken to heart by every law firm, whatever its size."

The Evolution of Professional Football

In *Collaboration Tools for Project Managers*, Elizabeth Harrin builds upon her 2010 book, *Social Media for Project Managers*, by providing the latest information, success stories, and an easy-to-follow guide to implementing online collaboration tools and helping to overcome obstacles. In order to communicate faster, work virtually with people across the globe, and get better business results, project teams should explore how online collaboration tools can deliver project success and improve business value.

The Project Management Question and Answer Book

Over a decade ago the World Petroleum Council launched an initiative to hold an international professional youth forum. The first forum took place in October 2004 in China, and had as its motto: "Young people and innovations are the future of the oil industry." It was the first major event in the history of the WPC in which young

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professionals and academics had the leading role, and had the opportunity to exchange their ideas in insights on the oil and gas industry with industry leaders and main representatives of the oil and gas industry. Since then, issues of professional development and the disclosure of the creative potential of young industry professionals have been on the agenda of the World Petroleum Council as one of the key areas for the development of international cooperation focused on a strategic perspective. The Future Leaders Forum of the World Petroleum Council VI is the largest international platform for professional communication of young specialists in the oil and gas industry. The contributions in this book are much of interest to professionals and scientists interested or involved in the oil and gas industry or related areas.

Implementing Legal Project Management

Managing The Professional Service Firm

Legal clients are responding to today's unprecedented financial pressures by demanding better predictability, cost-effectiveness and communication from their outside legal service providers. They give their business to those who can manage legal work efficiently—and take it away from those who can't or won't. Legal

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Project Management in One Hour for Lawyers provides any attorney with practical skills and methods for improving efficiency, keeping budgets under control, building strong working relationships with clients, and maximizing profitability.

Using Legal Project Management in Mergers and Acquisitions Transactions

"[This book] is the first book published by the ABA to employ the graphic novel to teach business lessons. Follow the engaging story of lawyer Carson Wright, who suddenly finds himself responsible for saving a small law firm, as his mentor Guy Chapman imparts the lean techniques that transformed his factory from the brink of bankruptcy to new heights of profitability."--Back cover.

The Legal Technology Guidebook

Legal Project Management

In a rapidly evolving legal environment, law firms, corporations, and service providers need to redefine the way discovery projects are managed. Project Management in Electronic Discovery merges principles of project management and

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best practices in electronic discovery, providing a pathway to efficient, client-oriented services and quality deliverables-at scope, on time, and within budget. This practice guide is a perfect reference for attorneys, paralegals, and litigation support professionals. Project Management in Electronic Discovery also includes useful forms and templates. Experienced practitioners and aspiring project managers alike can use these materials to plan and execute an electronic discovery project. Among the forms included are: Project Charter Project Management Plan Proposed Discovery Plan IT Infrastructure Questionnaire Custodian Interview Form Collection Specification Collection Log Chain of Custody Processing Specification "

Writing Better Books the Agile Way

Professional service firms differ from other business enterprises in two distinct ways: first they provide highly customised services thus cannot apply many of the management principles developed for product-based industries. Second, professional services are highly personalised, involving the skills of individuals. Such firms must therefore compete not only for clients but also for talented professionals. Drawing on more than ten years of research and consulting to these unique and creative companies, David Maister explores issues ranging from marketing and business development to multinational strategies, human resources policies to profit improvement, strategic planning to effective leadership. While these issues can be complex, Maister simplifies them by recognising that 'every

professional service firm in the world, regardless of size, specific profession, or country of operation, has the same mission statement: outstanding service to clients, satisfying careers for its people and financial success for its owners.'

Project Management for Lawyers

An effective brand strategy that is clearly understood and supported throughout your firm is crucial if you want to attract and retain profitable clients and sustain a talented workforce. Managing Partner's Brand Strategy and Management for Law Firms report provides a comprehensive framework and guidelines for developing a brand strategy tailored to your firm. Packed with key concepts, practical tools, tips and advice this report will give you an understanding of brand and how it can be developed and strengthened as your firm's most invaluable asset. Specifically, this report will help you to: Understand the key elements of personal brands, firm brand, and the employment brand – and how they relate to each other; Align your brand strategy with your overall firm strategy, vision and values; Realise the importance of brand names, icons or logos, design and aesthetics; · Understand the key brand considerations when using online channels – websites, blogs, LinkedIn, Twitter and Facebook; · Create a customised brand stress-test and make improvements to strengthen your firm's brand accordingly and ensure its success; · Get partners and staff on board to support and grow your brand; and · Avoid brand mistakes and overcome the common challenges – including recommended

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steps for managing your brand before, during and following a merger. · Brand Strategy and Management for Law Firms features insightful case studies, examples and expert contributions from the likes of Norton Rose South Africa, DLA Phillips Fox, Lex Mundi, Lex Africa and more They reveal practical tips, lessons learned and mistakes made that will prove invaluable in the development and management of your own brand strategy.

Collaboration Tools for Project Managers

This book provides examples of innovative and successful business models from remade law firms to inspire change that goes beyond thinking and planning, and leads straight to implementing change and better client service.

Project Management ToolBox

Even with the anticipated continued evolution of tools, implementing LPM provides significant return on investment to law departments and law firms now. In order to take advantage of competitive differentiation and to begin to harness improvement in costs and efficiency, the following booklet provides you with a snapshot of some of the available tools that can help you implement and achieve success with your LPM program.

International Contractual and Statutory Adjudication

The ideal graduation gift for anyone about to enter the workforce, a witty, practical guide to 200 difficult professional conversations—featuring all-new advice from the creator of the popular website Ask a Manager and New York’s work-advice columnist. There’s a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You’ll learn what to say when

- coworkers push their work on you—then take credit for it
- you accidentally trash-talk someone in an email then hit “reply all”
- you’re being micromanaged—or not being managed at all
- you catch a colleague in a lie
- your boss seems unhappy with your work
- your cubemate’s loud speakerphone is making you homicidal
- you got drunk at the holiday party

Advance praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert

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Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Clear and concise in its advice and expansive in its scope, *Ask a Manager* is the book I wish I’d had in my desk drawer when I was starting out (or even, let’s be honest, fifteen years in).”—Sarah Knight, New York Times bestselling author of *The Life-Changing Magic of Not Giving a F*ck*

Legal Productivity: How Project Management, GTD, and Tomatoes Can Transform the Way You Practice Law

"Once again, noted in-house lawyer, Sterling Miller, shares his insights, anecdotes, strategies, and practical tips learned over the course of 30+ years of practicing law where over 20 of those years were spent in-house as general counsel, chief compliance officer, and corporate secretary. As author of the popular blog series, *Ten Things You Need to Know as In-House Counsel*, Miller provides his experience in ten-points to cover real issues facing in-house lawyers every day. His first volume brought these lessons to life in an easy reference. In this second volume, Miller draws from five years of blogs and other writings to create the ultimate bookend and indispensable resource for all in-house lawyers. You'll enjoy his clear, breezy style and practical pointers on topics from "Basic Finance for In-House Lawyers" and "Minimizing Risk in Commercial Contracts" to "Presenting Legal Issues to Senior Management" and "Creating a Good Contract Playbook." --

Field Guide to Project Management

Ethics plays a critical role in project management, but all too often, its importance is overlooked. This benign neglect can result in serious consequences to individuals and organizations, ranging from tarnished reputations to civil and criminal liability. Ethics and Project Management demonstrates the importance of making ethics a key consideration in managing projects and describes the impacts that occur when ethical transgressions arise. Providing the tools necessary for project managers to avoid an ethical lapse that can put themselves and their organization at risk, this volume:

- Defines ethics and places it within the project management context
- Discusses the contents of the Project Management Institute's code of ethics
- Enables project managers to recognize the trends that precipitate ethical dilemmas on a project
- Demonstrates how ethical concerns permeate the entire project life cycle
- Provides tips on establishing a governance protocol to ensure ethical compliance
- Explores legal issues that arise from unethical behavior
- Examines how ethical concerns on a project can have global implications, and how to operate in international settings with cultural differences

Each chapter ends with a Getting Started Checklist, facilitating immediate application of the concepts discussed and making it easy for project managers to determine whether they are in compliance with ethical standards. Providing a solid roadmap for the ethical health of a project, this volume is essential reading for all those concerned with avoiding the disastrous consequences of a cavalier approach to ethics. Praise for the book: a

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great desktop reference for any project manager. It is a must-have title to complete any project management library and I recommend it to both new and highly experienced project managers. —Gregg D. Richie, PMP, MCTS, CNP, Managing Principal, P8, LLC

Practice Standard for Project Risk Management

The Practice Standard for Project Risk Management covers risk management as it is applied to single projects only. It does not cover risk in programs or portfolios. This practice standard is consistent with the PMBOK® Guide and is aligned with other PMI practice standards. Different projects, organizations and situations require a variety of approaches to risk management and there are several specific ways to conduct risk management that are in agreement with principles of Project Risk Management as presented in this practice standard.

Client Value and Law Firm Profitability

Youth Technical Sessions Proceedings

Five years ago, with the book Legal Project Management: Manage Projects, Meet

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Schedules, Control Costs, and Maintain Sanity, Steven B. Levy mapped the field of traditional project management to the legal world. Legal Project Management Field Guide: Five Tools for Busy Professionals distills Legal Project Management into five core tools that you can master and begin applying to your projects. It doesn't try to present the whole picture. Rather, as the subtitle suggests, it will help busy professionals get through their workdays with greater effectiveness and reduced stress. You're busy. Let's focus on what you can do right now. Start using these five tools.

The Lean Law Firm

Let's be honest, traditional small firm law practice is not working very well. Too many small firm lawyers struggle to make ends meet, get clients, meet clients' expectations, or they wrestle with mental health issues or substance abuse. Meanwhile, there is a huge gap between those who need legal help and those who can get it. But it doesn't have to be that way. We can build better firms, be more effective with our clients, enjoy better health and a greater sense of fulfillment, and make a bigger impact on our communities. With the client-centric law firm management model in The Small Firm Roadmap, you'll see that getting started is easier than you think. The team from Lawyerist.com-Aaron Street, Sam Glover, Stephanie Everett, and Marshall Lichty-will help you gain clarity around your career and firm goals and identify successful strategies for starting, managing, and

growing a thriving future-oriented law firm. If you're ready to do great work that supports a great life, this book is for you.

Ten More Things You Need to Know as In-house Counsel

Winner of the Project Management Institute's David I. Cleland Project Management Literature Award 2010 It's no wonder that project managers spend so much time focusing their attention on risk identification. Important projects tend to be time constrained, pose huge technical challenges, and suffer from a lack of adequate resources. *Identifying and Managing Project Risk*, now updated and consistent with the very latest Project Management Body of Knowledge (PMBOK)® Guide, takes readers through every phase of a project, showing them how to consider the possible risks involved at every point in the process. Drawing on real-world situations and hundreds of examples, the book outlines proven methods, demonstrating key ideas for project risk planning and showing how to use high-level risk assessment tools. Analyzing aspects such as available resources, project scope, and scheduling, this new edition also explores the growing area of Enterprise Risk Management. Comprehensive and completely up-to-date, this book helps readers determine risk factors thoroughly and decisively before a project gets derailed.

Legal Project Management in One Hour for Lawyers

Publisher Description

The Future of Business

To meet the increasing demands for transparency and efficiency in the deal process and predictability of legal costs in M&A, this new guidebook contains tools to help M&A lawyers streamline and manage transactions, without overlooking important matters or compromising the quality of their legal services. Complete with practical guidance from veteran M&A practitioners, this valuable resource outlines each step of the M&A process, from "Pre-Deal," "Deal," to "Post-Closing," offering insight to help deal lawyers effectively scope, plan, manage, and execute M&A deals. It contains downloadable checklists, forms, and tools that lawyers can customize to implement legal project management in their M&A practice.

Smarter Pricing, Smarter Profit

The craft of writing and marketing a book has changed significantly over the past 10 years. It is no longer enough to just write a good book; you have to write for a specific audience and connect to your readers long before the book hits the

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shelves. Releasing part of your work early allows you to make adjustments to your book—or even discard your project entirely in order to invest your time into a better book idea. Using modern project management methods, you can organize your work into individual steps ("user stories"), and reuse them to market your book. Organizing the book into logical sections helps you to create preview materials for blog posts or newsletters. In addition, this will ensure that you make steady progress, avoid getting lost in the details and achieve high quality consistently throughout your book. --- Do you recognize yourself in one of these people? This book is for "Peter." - First-time author. - Has a "complete" script, "had a friend look at it," and now wants to publish it. - Might need (unsolicited) advice to properly edit it instead of just going through a "self-edit." - Needs to be reminded about the difficulties of selling a book. Has no idea about marketing. - Has not worked with an editor. - Creates his own book covers. - Would benefit from a "pep talk." This book is for "Mary." - Writes novels in Word but now wants to write a non-fiction book. - Undecided about what tools to use. - Works with an editor, but she and her editor have no real work structure. - Does not know how to market, find market niches, etc. Her past successes were random, and she never knew if her latest novel would sell or not. This book is for "John." - Professional editor seeking to expand his services from merely editing Word files to helping release books online. - Also is looking for better project management techniques to help guide an author along the way. - Often works in scientific fields and thus has to manage a lot of bibliographical references. - Spends lots of time indexing books. - Is OK with a

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LaTeX template but seeks to get a head start by making adjustments to it. This book is for "George." - LaTeX expert who wants to publish his work as an e-book. - Needs basic direction and then figures out the rest on his own. - Plans to do a series with a glossary and often needs to reuse blocks of text. - Needs some help in terms of book design, polishing, and graphics. - Loves to share work and collaborate with others. This book is for "Tina." - Professional self-publisher who is seeking additional ideas to improve her publishing process. - Looks for ways to establish herself as a brand and create a network of readers. This book is for "Clara." - Wants to write a book about her profession in order to establish herself as an expert but has no idea where to start. --- Table of Contents: - Great Expectations - Incorporate Books into Your Professional Career - Starting a New Book - What to Keep and What to Remove - Selecting Personas - How to Organize Your Ideas - How to Organize Your Ideas (Fiction Books) - The Rules of Your Book - How to Optimize the Work Process - How to Get Early Feedback from Readers - How We Can Help with Project Management

The Small Firm Roadmap

Boost your performance with improved project management tactics Project Management ToolBox: Tools and Techniques for the Practicing Project Manager, Second Edition offers a succinct explanation of when, where, and how to use project management resources to enhance your work. With updated content that

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reflects key advances in the project management field, including planning, implementation, control, cost, and scheduling, this revised text offers added material that covers relevant topics, such as agility, change management, governance, reporting, and risk management. This comprehensive resource provides a contemporary set of tools, explaining each tool's purpose and intention, development, customization and variations, and benefits and disadvantages. Additionally, examples, tips, and milestone checks guide you through the application of these tools, helping you practically apply the information you learn. Effective project management can support a company in increasing market share, improving the quality of products, and enhancing customer service. With so many aspects of project management changing as the business world continues to evolve, it is critical that you stay up to date on the latest topics in this field. Explore emerging topics within the world of project management, keeping up to date on the latest, most relevant subject areas Leverage templates, exercises, and PowerPoint presentations to enhance your project management skills Discuss tips, reporting, implementation, documentation, and other essentials of the project management field Consider how project management fits into various industries, including technology, construction, healthcare, and product development Project Management ToolBox: Tools and Techniques for the Practicing Project Manager, Second Edition is an essential resource for experienced project managers and project management students alike.

Legal Project Management

Legal budgets are shrinking. Clients call for cost control. Finish on time, they plead. Meet business as well as legal needs. Reduce project risk. Be predictable. Do more with less. The emerging field of Legal Project Management offers a powerful new approach. As described in this groundbreaking book, Legal Project Management is not an alien discipline, full of jargon and process overhead. Rather, it's designed for the specific world of legal professionals. It respects the way attorneys work, enhancing their success by playing to their strengths. Best of all, it's easily mastered by attorneys because it's based on tasks they're already doing. Need to make better decisions and provide accurate information about cost, deadlines, and risks? You need Legal Project Management. Trying to control legal costs? Whether you're in a law firm or in-house, it's time to take advantage of Legal Project Management. Legal Project Management is the essential guide to the subject, with topics arranged so you can easily find the material you need when you need it most. Steven B. Levy, a leading expert in the field, writes with clarity and insight gained from his 35 years of business, project, and legal experience. He shares the lessons of decades of managing and mentoring teams that attained outstanding outcomes. Overworked legal professionals are already doing it all. Now get it all under control with Legal Project Management.

Remaking Law Firms

Legal Project Management combines expertise in project management with practical experience to provide a pared back project management framework specifically tailored to legal practice. It combines real world experience with practical applied tools and techniques that are equally applicable to in-house and external counsel, as well as all legal practice areas. This unique book is set out so the reader can obtain an overall appreciation of the skills of legal project management and then dip back in to chapters which specialise in certain aspects of legal project management including - legal project management fundamentals; Matter Scoping; Matter Scheduling;. Matter Planning; Matter Costing; Matter Resourcing. Matter Quality; Matter Risk Management; Matter Monitoring & Controlling; Matter Closing. Special features include checklists, tips from practice, templates and examples developed with clients. obtain an overall appreciation of the skills of legal project management dip into chapters which specialise in certain aspects of legal project management apply checklists and specific tools and techniques that have been developed through practice

The Power of Legal Project Management

Legal Project Management Quick Reference Guide

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management

Institute and the Agile Alliance.

Project Management in Electronic Discovery

A compilation of commentaries on the various jurisdictions where there either is, or is planned, a statutory adjudication system , this is a review of such systems worldwide in the commercial and construction fields. It features analysis by specialist advisory editors on the adjudication system in place in each separate jurisdiction, together with a copy of the relevant local legislation, and permits a comparative approach between each. This book addresses statutory adjudication in a way that is practically useful and academically rigorous. As such, it remains an essential reference for any lawyer, project manager, contractor or academic involved with the commercial and construction fields.

Ethics and Project Management

The Future of Business explores how the commercial world is being transformed by the complex interplay between social, economic and political shifts, disruptive ideas, bold strategies and breakthroughs in science and technology. Over 60 contributors from 21 countries explore how the business landscape will be reshaped by factors as diverse as the modification of the human brain and body,

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3D printing, alternative energy sources, the reinvention of government, new business models, artificial intelligence, blockchain technology, and the potential emergence of the Star Trek economy.

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