



LPM Institute

Now in its 11th year
Legal Project
Management Training
Certification Workshop

10 - 11 March 2020

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

Hosted with Clifford Chance LLP
10 Upper Bank Street, London, E14 5JJ

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Why Learn Legal Project Management?

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 minimise 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.

Reasons to Attend:

Legal project management 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 instructor and the others in the workshop using a case study based on actual legal matters.

You should attend:

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 and also learn from other participants about how their firms are implementing LPM.

Legal project management professionals or lawyers from the following organizations have attended our Legal Project Management Training Certification Workshop:

Akin Gump Strauss Hauer & Feld LLP
Allen & Overy LLP
Allens
Alston & Bird, LLP
AQR Capital Management, LLC
Arnold & Porter Kaye Scholer LLP
Arthur Cox
Ashurst LLP
Avis Budget Group
Axiom Global
Baker & McKenzie LLP
BakerHostetler
Barbosa, Mussnich & Aragao
Barclays Bank
Bechtel Marine Propulsion Corporation
Blake, Cassels & Graydon LLP
Clayton Utz
Clifford Chance LLLP
Corrs Chambers Westgarth
Covington & Burling LLP
Davis Wright Tremaine LLP
Dechert LLP
DLA Piper
FedEx Supply Chain
Fried, Frank, Harris, Shriver &
Jacobson LLP Goodwin Procter LLP
Gibson Dunn & Crutcher LLP
Google Inc.
Hogan Lovells LLP
Jones Day
K&L Gates LLP
Mayer Brown, LLP

Kaiser Foundation Health Plan, Inc.
Kilpatrick Townsend & Stockton LLP
Ledlin Lawyers
Linklaters LLP
McDermott Will & Emery LLP
Medtronic
Microsoft Corporation
Morgan, Lewis & Bockius LLP
Munger, Tolles & Olson LLP
Norton Rose Fulbright LLP
Paul Hastings LLP
MinterEllisonRuddWatts
Morrison & Foerster LLP
Morrissey Law & Advisory
Newcastle Costs Lawyers
O'Melveny & Myers LLP
Paul, Weiss, Rifkind, Wharton & Garrison LLP
Pepper Hamilton LLP
Proskauer Rose LLP
Reed Smith LLP
Shearman & Sterling LLP
Perkins Coie LLP
Queensland Treasury Corp.
Rankin Business Lawyers
Simmons & Simmons LLP
Simpson, Thacher & Bartlett LLP
Societe Generale
Sparke Helmore Lawyers
Sullivan & Cromwell LLP
Unilever
Venable LLP
WilmerHale



The Programme:

[Click here to register
on-line](#)

**Discounted fee through
6 February 2020**

The programme provides:

- An understanding of all 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 practise areas
- A skills-based approach to learning the fundamental LPM techniques such as stakeholder analysis, scoping 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 LaunchPad™ Certificate in Fundamentals of Legal Project Management that can help you differentiate from other legal professionals

The primary elements of our programme 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 a fee arrangement 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 to 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 learnt



What you will receive

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
- Practise 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

Earn the LPM LaunchPad™ Certificate in Fundamentals of Legal Project Management

The consultants with LawVision were the first to offer a certification in legal project management in early 2010. Now in its 11th year, the LPM Institute Training Program 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.



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 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.

Presenter



Susan Raridon Lambreth is a Principal with LawVision and Founder of the LPM Institute. She is a recognised 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 practises 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 in North America and Australia 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 practised law as a litigator.



Programme Agenda: Day 1

Day 1 10 March 2020

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

Programme Objectives / Expectations

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

Introduction to Legal Project Management (LPM) Terminology

Understanding LPM and Process Improvement and Their Interrelationships

The LPM Institute Framework for Legal Project Management

Small Group Exercise – Project Management In Action

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

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

Defining and Understanding Stakeholders

Analysing Stakeholders and the Impact on Your Project

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

Setting and Managing Client Expectations

Capitalising Upon Your Firm's Resources to Get Started

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

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

2:15 p.m. **Session 3: Planning Phase of LPM (with break)**

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

Communication Planning

5:30 p.m. **Conclusion Day 1**



Programme Agenda: Day 2

Day 2 11 March 2020

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

Developing the Project / Matter Budget

Using Budgeting Tools

Case Study – Budgeting Exercise

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

10:45 a.m. **Session 4: The Executing and Evaluating / Closing Phases**

Communicating with the Client throughout the Engagement

Resource Management – In and Outside the Firm

Monitoring the Plan and Budget

Using Budget to Actual Tools

Dealing with Schedule and Scope Changes

Negotiating Changes with Clients

12:00 p.m. **Working Lunch**

1:00 p.m. **Panel of LPM Experts “A Day in the Life” of a Legal Project Manager**

Session 4 The Executing and Evaluating / Closing Phases (continued) / Wrap-Up and Conclusion

Applying LPM to Your Matters Going Forward

Key Takeaways and Action Planning

4:30 p.m. **End of Programme**



Quotes from Past Attendees

Catherine Olsen, Director of Pricing and Project Management, Dechert LLP “This program exceeded my expectations. It provided the concepts of legal project management as well as the skills to apply these concepts in the firm to make an immediate impact. The practical exercises and case studies encouraged in-depth discussions and allowed me to hear how other legal professionals are using the tools of LPM. I would strongly recommend this training to anyone looking to integrate LPM into his or her firm.”

Linda Salem, Executive Director, Reed Smith University “This was a very valuable program. 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 Mkanova, 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:

Early Registration: £1,970 before 6 February 2020

Regular Registration: £2,215 after 6 February 2020

Group Discounts: Please contact the Eva Booth at eva.booth@lawvision.com to discuss rates for multiple attendees.



For £67, attendees are eligible to buy Implementing Legal Project Management: The Legal Professionals Guide to Success at half the regular price.

Registration, Cancellation and Refund Policy:

- **Registration** is available on-line at: <http://events.constantcontact.com/register/event?llr=q8belqmaq&oeidk=a07eggqitv15b5497188>
- **Registration fees are due** in advance of the workshop. Registrants may pay by VISA, American Express, Mastercard, or cheque.
- **Registrations are guaranteed** by receipt of payment. All registrants will receive email confirmation of registration. If you do not receive a confirmation, please contact eva.booth@lawvision.com.
- **Cancellation and refund request** must be made in writing via email to eva.booth@lawvision.com.
 - **No cancellations are permitted within two weeks of the workshop.** Seminars are held subject to enrolment. Dates, venue, and program details are based on information available upon publication of the brochure and may be subject to change. In the event of an attendee cancellation prior to two weeks before the start date, LawVision will make a full refund of any registration fees paid less a £75 administration charge but assumes no liability for non-refundable transportation costs, hotel accommodations, or additional costs incurred by registrants. Those wishing to cancel within two weeks of the programme may request a deferral to a future programme. No shows are not eligible for refunds. If you are unable to attend, you may substitute another individual to fill your spot. Please email Eva Booth at eva.booth@lawvision.com.

Disclaimer: LawVision has the right to refuse any registration at their own discretion. RECORDINGS OF ANY KIND ARE NOT PERMITTED.