LEGAL PROJECT MANAGEMENT



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Introduction

Legal Project Management examines how legal teams plan, resource, and control matters so they finish on time and within budget. This Training Course covers matter scoping, work breakdown, budgeting, and progress reporting for legal engagements. Participants study legal project management frameworks, task coding, fee arrangements, and risk controls. Furthermore, the programme connects project discipline to legal practice through matter simulations and estimate reviews. As a result, delegates leave able to run legal matters predictably and to give clients estimates they can rely on.

Legal Project Management Course Objectives

- Define legal project management and its difference from case management.
- Scope matters using objectives, deliverables, and assumptions.
- Build work breakdown structures and task coding systems for legal work.
- Prepare matter budgets, fee estimates, and phase-based pricing.
- Apply alternative fee arrangements including fixed and capped fees.
- Manage staffing plans, leverage models, and resource allocation.
- Track progress using milestones, status reports, and dashboards.
- Control scope creep, change requests, and out-of-scope work.
- Identify and manage legal and delivery risk on matters.
- Conduct post-matter reviews and capture lessons learned.

Course Methodology

- Interactive workshops using real legal matter files and budgets.
- Structured scoping and work breakdown exercises on live matters.
- Budgeting and fee estimate labs with benchmarking data.
- Progress tracking and dashboard design practice sessions.

- Guided review of matter retrospectives and estimate variances.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Law firm partners and practice group leaders.
- In-house legal operations and legal counsel.
- Legal project managers and matter managers.
- Paralegals and legal support supervisors.
- Pricing, billing, and finance professionals in law firms.
- Knowledge management and legal technology staff.
- Government legal department managers.

Legal Project Management Course Outlines

Day 1: Legal Project Management Foundations

- Defining legal project management and its business case.
- Differences from case management and pure legal analysis.
- The legal matter lifecycle: intake, planning, execution, closeout.
- Client expectations on cost, time, and communication.
- Roles: matter partner, legal project manager, fee earner, paralegal.
- Legal project management frameworks and methodologies.
- Building the matter charter and governance arrangements.

Day 2: Scoping, Planning, and Work Breakdown

- Matter scoping: objectives, deliverables, and exclusions.

- Assumptions, constraints, and dependencies in legal work.
- Work breakdown structures and task coding for matters.
- Phase planning: investigation, negotiation, filing, hearing.
- Duration estimation for legal tasks and activities.
- Resource planning, leverage models, and staffing pyramids.
- Risk register and mitigation planning for matters.

Day 3: Budgeting, Pricing, and Fee Arrangements

- Matter budgeting methods and bottom-up cost build-up.
- Time-based, fixed, capped, and conditional fee models.
- Alternative fee arrangements and risk-sharing incentives.
- Phase-based and milestone-based billing structures.
- Disbursements, counsel fees, and third-party cost estimates.
- Budget variance analysis and early warning triggers.
- Client reporting on cost, accruals, and estimates to complete.

Day 4: Execution, Tracking, and Communication

- Matter kickoff meetings and team briefing routines.
- Progress tracking, milestone reviews, and status reporting.
- Dashboards, matter metrics, and utilisation reporting.
- Managing scope creep and out-of-scope requests.
- Change control and budget variation approvals.
- Stakeholder communication and expectation management.
- Document management and matter file discipline.

Day 5: Closeout, Review, and Continuous Improvement

- Matter closeout procedures and file completion.
- Post-matter review and lessons-learned capture.
- Estimate versus actual performance analysis.
- Client feedback, satisfaction, and relationship review.
- Knowledge capture and precedent library development.
- Legal technology and automation supporting delivery.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Legal Project Management, participants will have acquired a practical command of matter scoping, budgeting, resource planning, and progress control. They will know how to build fee estimates, manage scope creep, and report cost performance clearly to clients. In addition, the course prepares delegates to run post-matter reviews and improve future delivery. As a result, they return to work ready to manage legal matters predictably and profitably. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Legal Project Management course

Q1 What is the "Legal Project Management" course about?

It is a five-day programme that explains how legal teams plan and control matters from intake to closeout. It covers scoping, work breakdown, budgeting, fee arrangements, resource planning, progress tracking, risk control, and post-matter review.

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Q2 What are the key benefits of the "Legal Project Management" course?

Participants gain the ability to produce reliable fee estimates, keep matters within budget, and give clients clear reporting on cost and progress. They also learn to control scope creep, allocate resources efficiently, and improve future matter delivery through structured review.

Q3 What skills will I gain from the "Legal Project Management" course?

Legal matter scoping and work breakdown structuring, matter budgeting with fee arrangement design, progress tracking with dashboard and status reporting, and delivery risk control with post-matter review and improvement.

Q4 What tools, methods, or standards are covered in the "Legal Project Management" course?

The course covers legal project management frameworks, matter charters and governance structures, work breakdown structures and task coding systems, phase and milestone planning, bottom-up budgeting methods, time-based, fixed, capped, and conditional fee models, alternative fee arrangements, budget variance analysis, matter dashboards and utilisation metrics, risk registers, scope change control procedures, and post-matter review and lessons-learned templates.

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Q5 How is the "Legal Project Management" course applied in real-world practice?

Delegates apply it through matter charters, scoping documents, work breakdown plans, fee estimates and budgets, staffing plans, status reports, cost dashboards, change requests, accrual reports, and post-matter review papers. They also use it to advise clients on pricing options and to improve practice group profitability.