

# Legal Project Management Training

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

**December 2 - 3, 2014**

Presented by: Susan Raridon Lambreth  
Principal, LawVision Group LLC and  
Legal Project Management Institute

Hosted by: Shearman & Sterling LLP  
599 Lexington Avenue  
New York, NY 10022

SHEARMAN & STERLING LLP

**LawVision**   
Creating Competitive Advantage

  
Legal Project Management  
Institute

The Legal Project Management Institute is pleased to offer a comprehensive two-day workshop on legal project management. Register today for this workshop and learn the fundamentals to efficiently and effectively manage your matters or engagements. This hands-on program will demonstrate how proven project management principles can be successfully applied to legal work and teach you how to implement project management in your legal organization. Our deep experience in the legal market makes this program uniquely useful to those who are seeking to gain and apply effective project management skills in the legal arena. In this program you will...

- Learn how to adapt proven project management best practices to the legal industry
- Understand the phases of legal project management
- Apply with tools and processes to successfully manage internal and external client demands
- Work through case studies based on actual legal matters
- Apply principles and processes to a case study so you can learn how LPM can work on your matters



Legal Project Management Institute was founded as an informational resource to law firms and legal departments on developing and implementing LPM in their organizations. 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. She and her colleagues 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 600 who have completed the certification.

## Faculty:



**Susan Raridon Lambreth**  
**Principal, LawVision Group**  
**and Legal Project**  
**Management Institute**

Susan Raridon Lambreth is a Principal with LawVision Group and founder of the Legal Project Management Institute. She is a recognized expert on practice and project management and leadership development and has trained over 5,000 partners in law firms on various leadership and management topics affecting improved performance of practices and groups, including project management. She is a Yellow Belt in Lean Sigma/Process Improvement for Law Firms. She has worked with hundreds of law firms to enhance their ability to manage practices, projects and teams. Ms. Lambreth is the author of dozens of articles and three books on practice or project management, including The Power of Legal Project Management: A Practical Handbook, the first comprehensive book on LPM published by the American Bar Association. Ms. Lambreth has consulted to law firms for over 25 years. Prior to that, she practiced law as a litigator.



**Carla Landry**  
**Senior Consultant,**  
**LawVision Group**

Carla Landry is a Senior Consultant with LawVision Group LLC. She has worked in the legal industry, both in-house and as a consultant, for more than 20 years. Prior to joining LawVision Group, Ms. Landry was a Senior Director in the Law Firm Strategy and Structure Practice of Hildebrandt Baker Robbins. Ms. Landry advises law firms on a variety of financial, strategic, and operational issues. She is a certified Yellow Belt in Lean Sigma/Process Improvement for Law Firms and has worked with firms to identify cost savings opportunities through resourcing operations and improving existing processes. Ms. Landry is also an adjunct faculty member at George Washington University, teaching Economics and Profitability of Law Firms as part of a master's program in law firm management. Prior to joining Hildebrandt, Ms. Landry worked as a manager in PricewaterhouseCoopers LLP's Legal Systems group. In that capacity, she served as a project manager leading an international, multi-disciplinary team responsible for the analytical and diagnostic processes related to an investigative database.

**Register today at:**  
**Legal Project Management**  
**Training Registration**

## LPM LaunchPad™

## What people are saying

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

Now in its fourth year, our Training Program offers attorneys and other legal professionals the opportunity to earn the LPM Certificate and understand the essential elements of legal project management. 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 organizations who embraced project management concepts long before law firms. This skills-based workshop uses a mixture of law firm case studies, small group exercises and lecture to teach participants the skills they need to exceed client expectations for efficient and effective legal work.

### Response to the program:

**Linda Salem, Executive Director, Reed Smith University, Los Angeles:** “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.”

**Marina Makanova, 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.”

**Andrea Danziger, Business Development & Practice Support Manager at Loeb & Loeb** found the workshop superior to other programs that cover legal project management more broadly: “I have been to several programs where Legal Project Management is discussed or introduced at a high level, but to really understand the benefits you need a deep dive such as this two day program.”

# Program Agenda: Day 1

## Why Attend?

The goal of the two-day training program is to teach the fundamentals of project management to law firm professionals by providing:

- A workshop-style approach where participants can learn specific skills and approaches to apply immediately to manage projects more efficiently and effectively.
- The opportunity to earn the LPM LaunchPad™ Certificate in Fundamentals of Legal Project Management from the Legal Project Management Institute.
- 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.

### Day 1

December 2, 2014

9:00 a.m.

#### Session 1: Understanding Legal Project Management

Program Objectives/Expectations

Business Case for Project Management/Leading Firm Examples

Introduction to Legal Project Management (LPM) Terminology

Understanding LPM and Process Improvement and Their Interrelationships

The Legal Project Management 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

12:45 a.m.

#### Working Lunch

1:15 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

5:00 p.m.

#### Conclusion Day 1

**Register Now At:** [Legal Project Management Training Registration](#)

# Program Agenda: Day 2

## Who Should Attend?

- Practicing 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

Day 2	December 3, 2014
9:00 a.m.	<b>Session 3: The Planning Phase of LPM (continued)</b>  Developing the Project/Matter Budget  Using Budgeting Tools  Case Study – Budgeting Exercise
10:30 a.m.	<b>Break</b>
10:45 a.m.	<b>Session 3: The Planning Phase of LPM (continued)</b>  Risk Management Planning  Communications Planning
12:00 p.m.	<b>Lunch</b>
1:00 p.m.	<b>Session 4: The Executing and Closing Phases</b>  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
2:45 p.m.	<b>Break</b>
3:00 p.m.	<b>Session 4 (The Executing and Closing Phases cont.)/Wrap-Up and Conclusion</b>  Applying LPM to Your Matters Going Forward  Key Takeaways and Action Planning
5:00 p.m.	<b>End of Program</b>

**Register Now At:** [Legal Project Management Training Registration](#)

**Registration  
Rates  
Early Bird  
\$2,295** (up to 10/15/14)  
**Regular rate:  
\$2,595**  
(starting 10/16/14)



## Registration includes:

All workshop sessions  
Printed materials /  
handouts  
Meals and refreshment  
breaks

## Cancellations & Refunds

Cancellations and refund requests must be made in writing via email to [ebooth@lawvisiongroup.com](mailto:ebooth@lawvisiongroup.com).

No cancellations permitted within one week of the workshop. Seminars are held subject to enrollment. 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 Group will make a full refund of any registration fees paid less a \$95 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 program may request a deferral to a future program. No shows are not eligible for refunds. If you are unable to attend, you may substitute another individual to fill your spot. Please email [ebooth@lawvisiongroup.com](mailto:ebooth@lawvisiongroup.com).

## Group Discounts

Please contact us to discuss rates for multiple attendees from the same firm at 615-377-3128.

## Registration

Registrations on-line at [Legal Project Management Training Registration](http://events.constantcontact.com/register/event?llr=q8belqmaq&oeidk=a07e9qpt5xhf3761464) or <http://events.constantcontact.com/register/event?llr=q8belqmaq&oeidk=a07e9qpt5xhf3761464>

## Disclaimer

LawVision Group has the right to refuse any registration at its own discretion.  
NO TAPE RECORDING PERMITTED

## Payment Policy

Registration fees are due in advance of the workshop. Registrants may pay by VISA, American Express, Mastercard or check. Please contact [ebooth@lawvisiongroup.com](mailto:ebooth@lawvisiongroup.com) to pay with a credit card.

## Confirmation

Registrations are guaranteed by receipt of payment. All registrants will receive email confirmation of registration. If you do not receive a confirmation, please contact [ebooth@lawvisiongroup.com](mailto:ebooth@lawvisiongroup.com).





## Workshop Presented by LawVision Group LLC and Legal Project Management Institute

LawVision Group is internationally recognized for its ability to help law firms develop and implement practical solutions and enhanced business processes. We offer completely customized services that are bolstered by our strategic foundational knowledge of the legal profession. Our services include: strategy and vision consulting, organizational infrastructure and governance, talent management and recruitment, mergers and acquisitions, client relationship management, practice and project management, crisis management and restructuring, business development and marketing, market intelligence, peer benchmarking and peer-to-peer roundtables and boardrooms. (lawvisiongroup.com)

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## LawVision Group LLC/Legal Project Management Institute

<http://lawvisiongroup.com>

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