

Chaos to Clarity: 3 Proven Project Management Techniques for Lawyers

Chaos to Clarity —

Agenda



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- 01 Leveraging project management techniques for legal
 - 02 The critical role of the legal intake process
 - 03 Understanding the 'why' behind the need for process
 - 04 Prioritizing strategic legal initiatives to boost efficiency
 - 05 Employing organizational tools and methods to manage deadlines

Speakers



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Tailoring Project Management Methodologies for Legal Operations

- Popular project management frameworks and how they have real-world value:
 - Weighted Shortest Job First
 - Getting Things Done
 - Sequential Project Management
- Applying key project management methodologies to the legal field and fine-tuning for your business needs





The integral role of the legal intake process

- How to make your legal intake process sticky to your business units
- How legal can handle process friction after investing time and money into the setup
- When it's time to fully shift your process, should you:
 - Slow Roll
 - Rip off the Bandaid

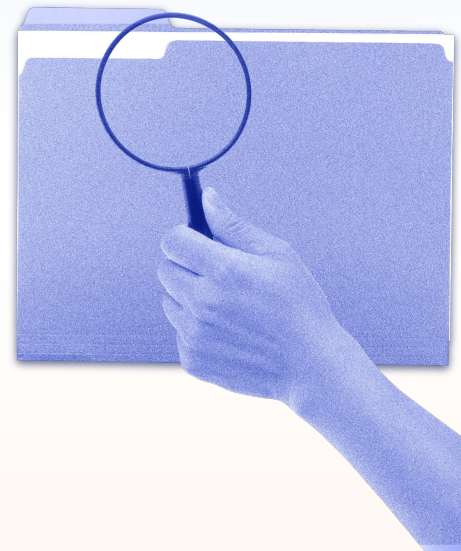




What's the why?

Seventy percent of the 373 U.S. in-house legal professionals who responded to the survey said their **top goal was to be better aligned with business functions.**

Yet according to respondents, **58% of cross-functional partners say legal slows down** projects and **41% say it's too risk-averse.**





Prioritize strategic legal initiatives

- It can be tempting to tackle administrative tasks as they come in, but you'll see long-term results by allocating more time to strategic projects
- Maximize team efficiency by streamlining admin work so you have more bandwidth to focus on strategic work
- **The real question:** *how* to shift from operational to strategic tasks?





Mastering deadlines

- Key tools and strategies for efficient deadline management
- How your tech stack can assist managing deadlines
- A few of our team favorites!





Weighted Shortest Job First - WSJF

Method #1

Weight your next work by ranking importance and estimating effort

- What is the “WSJF method?”
- How does this let teams decide what work to triage, prioritize and deliver next?
- How do we define “value” for legal teams?
- How to apply the “WSJF” to your legal team/tasks?



Sequential

Method #2

A step-by-step approach to project management

- What is the "Sequential" method?
 - Create a task list
 - Identify task dependencies
 - Diagram out the information
- How a step-by-step approach can breakdown complex projects



Getting Things Done

Method #3

Stress-free productivity

- What is the "Getting Things Done" method?
 - Capture
 - Clarify
 - Organize
 - Review
 - Engage
- GTD is more of an individual approach, but really captures the necessities of project management.



Resources

- 01 [eBook: But I'm a Lawyer, Not a Project Manager](#)
- 02 [eBook: How G&A Gets Great: 4 Lessons to Maximize Legal's Partnership with Business Units](#)
- 03 [Book: Getting Things Done by David Allen](#)
- 04 [Article: What is Getting Things Done?](#)
- 05 [Book: Deep Work by Cal Newport](#)

Thank you!

Any questions?