

Workshop - Project management for better results

In an ever more competitive market, firms are increasingly asked to develop work plans, provide estimates, resource plans and dollar budgets when securing valuable work. With more pressure to achieve stand out results within tight time and budget constraints, lawyers need more than solid technical skills to deliver value for clients.

Julian Midwinter & Associates project management workshop can help your team develop and put project management skills to work, both internally and for clients, to produce more effective work practices, higher levels of productivity, less risk and better value for clients.

Broken down into easy to digest sections this workshop covers:

Planning and estimating

- developing a strategy/plan to scope and manage the matter
- breaking a plan down into manageable components for timely delivery
- allocating components to the most appropriate resource based on effort and skill level required
- producing early time and cost estimates for each component - lowest, highest and most likely scenarios
- developing and using project tools such as schedules (Gantt charts), responsibility tables and others to plan and deliver projects more effectively
- scoping and updating project plans throughout the life of a matter for better management.

Costing and pricing

- establishing budgets and realistic expectations
- accurately costing work - working with hourly rates as building blocks and identifying hidden costs
- developing attractive pricing models for clients
- navigating price obstacles.

Risk management and reality testing

- tracking and monitoring risks using project tools such as a "risk analysis and risk registers" to identify and mitigate risks
- designing and implementing appropriate quality controls
- reality and value testing plans - Will the result have sufficient value to the client to outweigh the expected cost? Is there a better/smarter way to achieve the same result ?

Communicating with clients

- stating assumptions positively
- managing matters within the agreed scope or boundaries
- constructive conversational dynamics around value
- saying no in acceptable ways
- effectively communicating changes and unwelcome news to clients
- what to do if you come under fire about fees

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Review

- measuring and understanding required effort for component completion compared to estimates
- identifying opportunities to improve and refine estimating process
- identifying review points and content of reviews with clients during the conduct of the matter
- end of project review - engaging with the client to determine what to review and how to improve the overall process from planning through to completion.

Combining useful tips and techniques, practical exercises, real-life examples, and interactive discussion to engage workshop participants we will introduce your team to useful tools and help them develop and refine project management skills to produce even better results.

If you would like to improve profitability for your firm and value for your clients through better project management, please get in touch.

Call us on +61 2 9968 4168 or email julianmidwinter@julianmidwinter.com.au.

What is a project ?

“A project is usually a one-time activity with a well-defined set of desired end results. It can be divided into subtasks that must be accomplished in order to achieve the project goals. The project is complex enough that the subtasks require careful coordination and control in terms of timing, precedence, cost and performance. The project itself must often be coordinated with other projects being carried out by the same organisation.” (Meredith and Mantel 2000, p. 9)