



**LEGAL PROJECT MANAGEMENT**  
LIMITED



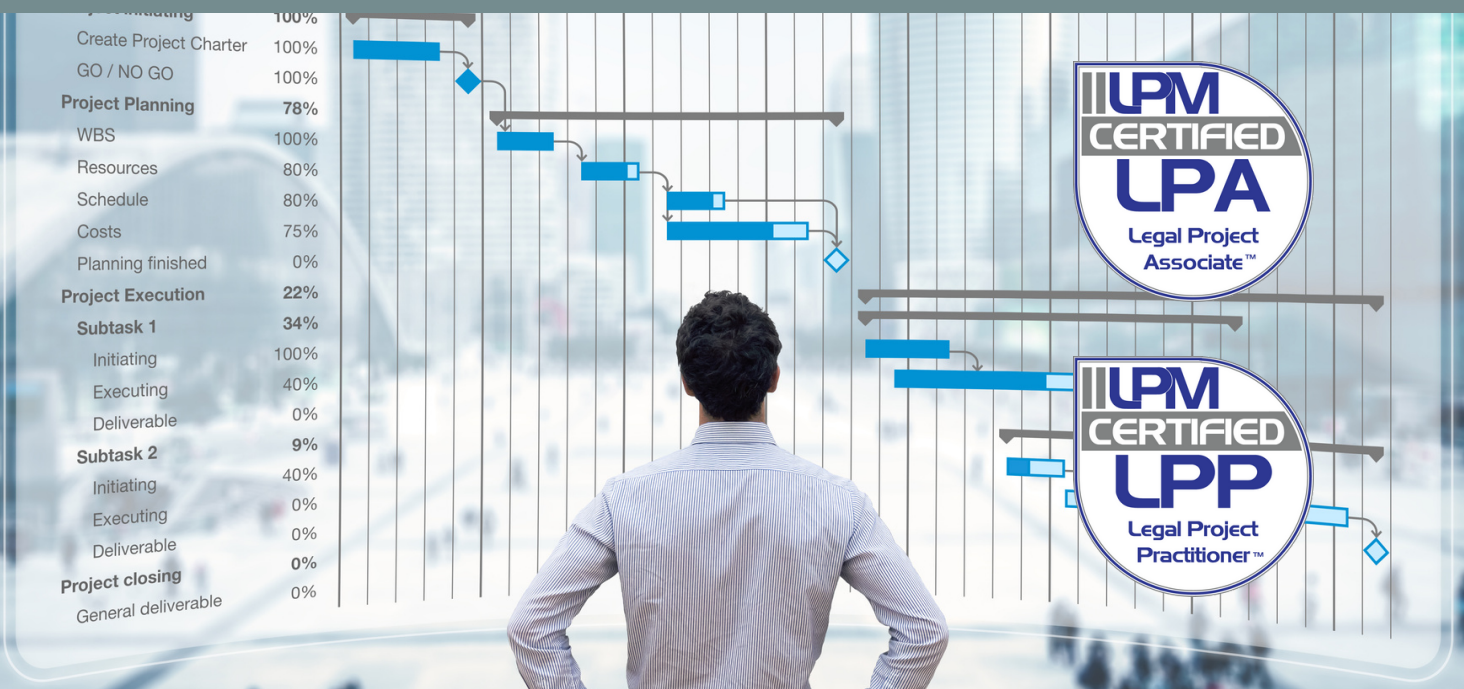
# Legal Project Management Training 2023

Leading to the certification of Legal Project Practitioner (LPP) or Legal Project Associate (LPA)

Course Leader: Antony Smith

L.L.B M.Sc. M.Phil. L.P.P, Solicitor (non-practising).

## Course Outline



## INTRODUCTION

This is a three-day course, after which students may apply to become Legal Project Practitioners (LPPs), certified by the International Institute of Legal Project Management (IILPM).

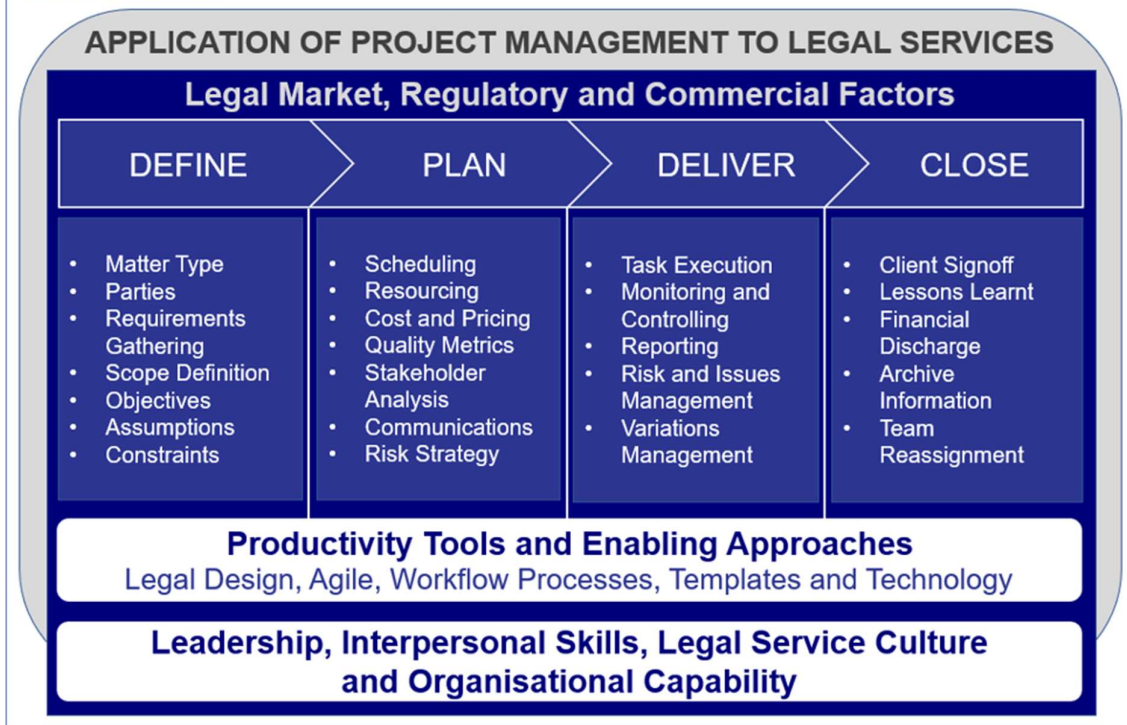
Students attending the first two days only are eligible to become certified as Legal Project Associates (LPAs) by the IILPM.

Research shows that practising skills is the most effective way to learn and apply new knowledge. Hence during the course students are taken through a lot of facilitated workshops and exercises.

Students particularly enjoy the workshops and exercises, not least because they provide a great opportunity for interacting with, and learning from, other students who are often engaged in different roles in the legal services industry.

The course is based on the IILPM's 4-Phase LPM Framework. This Framework begins by focusing on essential project management concepts and techniques, but then goes on to cover much more. The result is a holistic approach to legal service delivery.

## 4-PHASE LPM FRAMEWORK



### Course Deliverables

1. Written notes covering all topics referred to in each module.
2. IILPM approved Templates which can be used to execute key tasks found in legal project management.
3. Practical workshops and exercises to help students understand key concepts and develop their legal project management skills.

### Timings

My three-day public training courses normally run Wednesday to Friday and training hours are normally 09:00 – 16:30 GMT, but please do check my website and any emails you may receive from me for any variations.

## Course Outline

Day 1	Day 2	Day 3
Introduction	Phase 2: Project Planning (continued)	Productivity Tools, Leadership Skills and LPM Implementation.
- Introduction to Legal Project Management (LPM).	- 9 Step Matter Planning Process (continued)	- Introduction to Agile LPM.
- Workshop: LPM and You.	- Matter Planning Steps 3 to 9	- Introduction to Hybrid LPM
- Introducing the legal and commercial Scenario we will be using on this course.	- Matter Planning Exercises continued.	- Best practices: implementing LPM successfully
- What is required of legal project managers?		- Learning from high performing project managers: team leading and soft skills.
- Introduction to the IILPM 4-Phase LPM Framework.		- Introduction to Legal Process Improvement
Phase 1: Project Definition.	Phase 3: Project Delivery	- Introduction to Legal Service Design
- 12 Step Process for legal matter definition	- Issue Management.	- I.T support for LPM.
- Walkthrough of a one-page matter definition template	- Schedule Management (with exercise).	- Some LPM related software applications
- Why and how you should run matter / project kick-off meetings.		- What to look for in LPM support systems.
- Workshops and exercises: defining the legal matter for the course legal scenario.	- Change Control.	- Using Programme Management tools to help deliver innovation projects.
	- Reporting Progress.	
Phase 2: Project Planning.	Phase 4: Project Close	- Hybrid project management
- Why bother with matter planning?	- Closing Projects Properly.	- Developing your legal project management competence
- 9 Step Process for matter planning.		- Developing your organisations legal project management maturity.
- Matter Planning Steps 1 & 2	- Recovering Failing Projects.	Workshop: how are you going to implement course topics most relevant to you?
- Matter Planning Exercises.		

For further information please contact me, **Antony Smith**.

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I am a solicitor by training with post-graduate level qualifications in law, project management and computing.

I am also:

- A Legal Project Practitioner (LPP) and Fellow of the International Institute of Legal Project Management (FIILPM).
- A full member of the Association for Project Management (APM), and the Project Management Institute (PMI).
- Prince II qualified (Practitioner level).

I have enjoyed project-based roles at Pinsent Masons, The School of Law Kings College London, Berrymans Lace Mawer and Axxia / LexisNexis, where I spent just over 10 years in the role of Strategic Project Manager.

I started my commercial career during the first wave of legal Artificial Intelligence as a legal expert system developer. I have since successfully managed project support for complex international commercial disputes, the use of computers in courtrooms and the implementation of practice management and workflow systems in a wide range of law firms. I have been called a 'completion expert' and during my career I have implemented many legal support projects which have been innovative and strategically important to the sponsoring organisation.

I now enjoy devising and delivering legal project management and legal process improvement training courses. Most people attending my courses do so because their colleagues have recommended them, and this is something I am proud of. I keep in touch with all of my course graduates, and I am delighted to say that over the years some of them have become friends and colleagues.