

Project Principles for Managing Legal Cases

Target Audience: Roles in the organisation that are involved in participating and managing legal cases. This includes case management for internal disciplinary cases and company court cases.

Key Learning Outcomes

- Understand the elements of the project management life cycle and how it applies to case work.
- Know how to use project management tools and techniques for structured workflow planning – how tasks are structured, who performs them, what their relative order is, how to manage task and resource dependencies and build in the information flows to support the case through to conclusion.
- Learn how to professionally manage your project stakeholder expectations and how you engage them throughout the project.
- Discover how to manage multiple cases using standard workflows and project control principles to help you stay on top of your workload.
- Use proven best practice methods to increase flexibility and develop greater adaptability to the changing business environment.

Course Experience

- ✓ Theory: Latest best practice
- ✓ Team discussions
- ✓ Individual and group exercises
- ✓ Relevant case studies
- ✓ Technique application practice
- ✓ Personal action planning

Course Outline

DAY 1

Project Management Principles

- Project Management definitions, important project variables and their impact on your projects
- Key challenges in case management
- Understanding the Project Life Cycle
- Mapping the Project Life Cycle to the Case Management Process

Project Planning and Scheduling

- Fundamentals of planning
- Establishing Project Scope and Objectives
- Creating a Work Breakdown Structure
- Mapping out the Project Workflow
- Finding the Critical Path
- Key Roles and Responsibilities on a Case Project
- Setting up a Project Governance Structure

Project Budgeting and Cost Management

- Types of Project Budgets
- Tracking Project Costs

DAY 2

Managing the Project Stakeholders

- Identifying all your stakeholders
- Developing a Communication Plan
- Status reporting – getting the balance right
- Dealing with lack of support

Techniques for Keeping the Project on Track

- Project time management
- Managing the project risks and issues
- Keeping track of multiple cases

Closing the Project

- Formal project closure – key considerations
- Using the Project Review for continuous improvement to case workflow

Summaries

- Summary of Project Management best practices for Case Management
- Personal Action Planning

Pre-Course Work: Completion of Pre-Course Questionnaire

Course Material: Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

Ideal Number of Participants: 9

Maximum: 12

Minimum: 2

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