

PRACTICE PLAN HOURS DISTRIBUTION

Name Experience Management Level	PARTNERS		INCOME PARTNERS	ASSOCIATES		PARALEGALS	TOTALS	
	Partner 1	Partner 2	IP 1	Associate 1	Associate 2	Paralegal 1	Total	% Scheduled Hours
	30 Section Head	20	12	7	1	5		

HOURS

Scheduled*	2,400	2,400	2,400	2,400	2,200	1,800	13,600	
Billable	1,639	1,771	2,010	2,005	1,745	1,600	10,770	79%
Non Billable	761	629	390	395	455	200	2,830	21%

Non Billable Detail - Hours

Practice Support/Overhead/Charitable

Administrative **	266	169	125	125	125	125	935	7%
Skill Development and CLE ***	25	25	25	25	225	15	340	3%
Bar, Professional Civic (Non Marketing)	100	125	50	75	20	10	380	3%
Probono	25	25	35	50	50		185	1%
Recruiting	5	10	5	20	10		50	0%
Training Others	40	75	100	50	-		265	2%
	461	429	340	345	430	150	2,155	16%
Marketing/Marketing Support***	300	200	50	50	25	50	675	5%
Total	761	629	390	395	455	200	2,830	21%



* Scheduled hours are the total billable and non billable hours planned for the year. These example hours are on the low side for many partners.

** Based on management requirements and 30/45 minutes per day for admin overhead (timesheets, billing, misc. meetings, NB Case admin etc.)

*** Supported by detailed practice and marketing plans, and also includes bar, professional and civic contributions with a potential marketing benefit