














# Law Firm Management Functions Worksheet



<b>Function</b>	<b>People</b> <ul style="list-style-type: none"> <li>- Who is in charge?</li> <li>- Individual or team?</li> <li>- What is delegation and collaboration like?</li> <li>- How competent are the responsible individuals and teams?</li> </ul>	<b>Processes</b> <ul style="list-style-type: none"> <li>- How is this function handled?</li> <li>- How much time is allocated?</li> <li>- Consider the quality and efficiency of meetings, communication, flow of information, reporting, decision-making process</li> </ul>	<b>Tools</b> <ul style="list-style-type: none"> <li>- Which software systems, SOPs, forms, hardware, etc. are in place to complete the tasks of this function?</li> <li>- How well are they implemented/adopted?</li> </ul>
 <b>Governance</b>			
 <b>Strategic Planning and Major Purchases</b>			
 <b>Administration</b>			
 <b>Client Service</b>			
 <b>Marketing</b>			
 <b>Finance</b>			
 <b>Accounting</b>			
 <b>Human Resources</b>			
 <b>Compensation</b>			
 <b>Training and Development</b>			
 <b>Compliance and Risk Management</b>			
 <b>Technology</b>			
 <b>Offices/Facilities</b>			