

SAMPLE LAW FIRM - CAPACITY ANALYSIS			CAPACITY NEEDED TO STRATEGIC PLAN											
PRODUCTION	EXPERIENCE - YEARS	PRIOR YEAR BILLABLE HOURS	CURRENT		COMPOSITE		HOURS NEEDED TO MEET CLIENT DEMAND	GROSS CAPACITY EXCESS (SHORTFALL)	ACCESSIBILITY FACTOR AT LEVEL	ACCESSIBILITY FACTOR ABOVE LEVEL	SURPLUS OR (DEFICIT) HOURS	POTENTIAL HOURS		
			TARGET BILLABLE HOURS *	CLIENT DEMAND FACTOR	PLANNED GROWTH OR (DECLINE)	CLEINT DEMAND FACTOR						AVAILABLE FOR HIGHER LEVEL WORK	HOURS PAST TARGET OR NEW CAPACITY	
Partners														
Partner 1	30	2,200	1,700	129%	3%	133%	2,266	(566)	100%		(566)	-		
Partner 2	25	1,600	1,750	91%	4%	95%	1,664	86	100%		86	-		
Partner 3	15	1,900	1,800	106%	-3%	102%	1,843	(43)	100%		(43)	-		
Partner 4	12	2,350	1,900	124%	5%	130%	2,468	(568)	100%		(568)	-		
Partner 5	10	1,950	1,900	103%	6%	109%	2,067	(167)	100%		(167)	-		
Sub-total		10,000	9,050	110%			10,308	(1,258)			(1,258)	-		
Income Partners														
Income Partner 1	11	2,025	2,100	96%	2%	98%	2,066	35	100%	10%	35	210		
Income Partner 2	9	2,050	2,100	98%	4%	102%	2,132	(32)	100%	10%	(32)	210		
Income Partner 3	8	2,170	2,100	103%	-3%	100%	2,105	(5)	100%	10%	(5)	210		
Sub-total		6,245	6,300	99%			6,302	(2)			(2)	630		
Associates														
Associate 1	7	2,100	1,950	108%	3%	111%	2,163	(213)	100%	5%	(213)	98		
Associate 2	7	2,000	1,950	103%	3%	106%	2,060	(110)	100%	5%	(110)	98		
Associate 3	5	2,200	1,950	113%	3%	116%	2,266	(316)	100%	5%	(316)	98		
Associate 4	5	1,975	1,950	101%	3%	104%	2,034	(84)	100%	5%	(84)	98		
Associate 5	4	1,800	1,950	92%	3%	95%	1,854	96	95%	0%	91	-		
Associate 6	4	1,825	1,950	94%	3%	96%	1,880	70	95%	0%	67	-		
Associate 7	3	1,840	1,950	94%	3%	97%	1,895	55	90%	0%	49	-		
Associate 8	2	1,900	1,950	97%	3%	100%	1,957	(7)	70%	0%	(5)	-		
Associate 9	2	1,600	1,950	82%	2%	84%	1,632	318	70%	0%	223	-		
Associate 10	1	1,400	1,950	72%	1%	73%	1,414	536	50%	0%	268	-		
Sub-total		18,640	19,500	96%			19,155	345			(30)	390		
Paralegals														
Paralegal 1	10	1,600	1,600	100%	3%	103%	1,648	(48)	95%	0%	(46)	-		
Paralegal 2	7	1,700	1,600	106%	3%	109%	1,751	(151)	95%	0%	(143)	-		
Paralegal 3	2	1,500	1,600	94%	3%	97%	1,545	55	60%	0%	33	-		
Paralegal 4	1	1,450	1,600	91%	3%	93%	1,494	107	50%	0%	53	-		
Sub-total		6,250	6,400	98%			6,438	(38)			(103)	-		
Total		41,135	41,250	99.72%			42,203	(953)			(1,393)	1,020		

TARGET BILLABLE HOURS	Desired hours to effect realignment of a the current workload distribution
CURRENT DEMAND FACTOR	Hours needed to meet existing client work requirements
PLANNED GROWTH OR DECLINE	Planned growth or decline in effort (hours) required to serve anticipated client needs
COMPOSITE DEMAND FACTOR	The combination of existing client demand and an assumed growth or decline in demand during the planning period
HOURS NEEDED TO MEET CLIENT DEMAND	Growth/Decline adjusted hours needed to meet client demand
GROSS CAPACITY EXCESS OR SHORTFALL	Comparing the hours needed to planned hours (subtract planned hours from hours needed to meet client demand)
ACCESSIBILITY FACTOR AT LEVEL	An estimate of an attorney's ability to perform services at her level
ACCESSIBILITY FACTOR ABOVE LEVEL	An estimate of an attorney's ability to perform services above her level
POTENTIAL HOURS AVAILABLE FOR HIGHER LEVEL WORK	Hours that could be reallocated to support the redistribution of higher level (depends on backfill capacity)
HOURS PAST TARGET OR NEW CAPACITY	Hours beyond target or new capacity needed to meet client demand or to implement plan



* For firms or practice areas that use a non-hourly based billing method, billable hours are synonymous with hours dedicated providing legal services.