

Legal Project Roadmap

STAGE	COMPONENT	OUTLINE	ATTRIBUTES	TOOL
PLAN 1-6	ARO	Define Goals as draft. Anticipated Range of Outcomes	Alignment Transparency De-risking	Kick-off Meeting Planner
	INVESTIGATE	Initial investigation of facts and factors, develop investigation plan based on all of the above.		Preliminary Investigation
	RESOURCES	Scan assets and resources, then assign personnel and create budget, based on all of the above.		Task Assigner Budgeting
	STRATEGY	Develop strategy based on all of the above.		Strategy and Tactics
	TACTICS	Develop plan of tactical actions, based on all the above.		Strategy and Tactics
	PROCESS	Chart processes, based on all of the above. Based on all of the above, revisit initial draft ARO , adjust and finalize		Project Plan Client Alignment

Lean Adviser Legal

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EXECUTE 7-9	JWAM	Lean investigation to identify what matters; eliminate what doesn't. (Use of eyes)	Focus Vision	Efficiency Tip Sheet
	DIL	Deal with just what matters by following plan created at Stage 1 (Use of hands)	Directness Waste Elimination	'Do It Lean' Checklist
	JIC	Just In Case (Use of imagination)	Redundancy Safety	Contingency Planning Checklist
MONITOR 10-12	MEASURE	Monitor actual progress against plan. Find deviations	Oversight Flexibility Creativity	Project Evaluation Checklist
	EVALUATE	Analyze data and root causes of error states		
	CORRECT	React to deviations, adjust and report to stakeholders		Progress Review Checklist
IMPROVE 13-15	RECONCILE	Review outcome against (revised) ARO, find variances	Accountability Transparency	Performance Assessment Checklist
	LISTEN	Procure feedback from all stakeholders and share among them	Adjustability Reliability	Stakeholder Interviews Improvements Template
	LEARN	Analyze feedback, learn more about client, its processes and how to manage its future projects	Enhancement Improvement	Performance Assessment Grid Wrap-Up Meeting Planner