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Team Members

* Devere Weaver
* Usman Musa
* Abubakar Musa
* Cameron Roebuck

Signature of Interviewee

Executive Summary

Business Profile

Business Process Description

Problem Statement

In the modern legal landscape, law firms face an increasingly complex array of challenges, ranging from managing voluminous case files to ensuring efficient collaboration among legal professionals. Amidst this complexity, the absence of a centralized and organized system to store, retrieve, and analyze critical information poses significant hurdles to operational effectiveness and client service delivery.

In the past, law firms traditionally relied on manual methods, such as paper-based documentation and disjointed digital storage solutions, leading to inefficiencies in data management. Without a robust database system in place, several challenges emerge including information fragmentation, inefficiencies in workflow and collaboration, and potential for lost documents. Implementing a database system tailored to the unique needs of a law firm can address these challenges and unlock numerous benefits.

The adoption of a database system tailored to the specific requirements of a law firm is imperative to overcome the challenges posed by manual data methods. By centralizing data, enabling collaboration, and streamlining workflow, a database becomes an indispensable tool for enhancing operational efficiency, client service delivery, and overall competitiveness in the legal industry.

User Requirements & Questions

1. “What is the main purpose of the database you need?”

The main purposes for the law firm needing a database management system include:

* Case Management - The firm needs to deal with numerous cases simultaneously. A database helps in organizing and managing case-related information such as client details, case history, deadlines, court dates, and communication records
* Document Management - A database allows law firms to store, retrieve, and manage documents efficiently. It helps in organizing legal documents, contracts, court filings, and other essential paperwork associated with cases.

* Client Information - A database allows law firms to maintain a database of client information, including contact details, case history, billing information, and any other relevant data. This helps in providing better client service and maintaining strong client relationships.

* Case Time and Billing – The firm bills clients based on the time spent on a case. A database can track billable hours, expenses, and generate invoices, streamlining the billing process and ensuring accurate and timely invoicing.

* Legal Research - Law firms need to conduct extensive legal research for their cases. Databases provide access to legal libraries, statutes, case law, and other resources, facilitating efficient and comprehensive legal research.

* Compliance and Reporting - A database can help track compliance with legal and ethical standards and generate reports for internal use or regulatory purposes.
* Security and Confidentiality – The database allows law firms to implement robust security measures to protect client data, case information, and other confidential details.

1. “What specific data do you need to store and manage in the database?”

The types of data that need to be stored are data relating to the attorneys, clients, cases, different courthouses, billing information, and various legal documentation and their current processing status.

1. “What kind of relationships exist between different pieces of data?”

The above entities or objects have relations to each other. The clients and attorneys have a relationship where the client works with or for a given client. The attorneys can also manage one or more cases. Each case is heard at a unique courthouse. An attorney bills a client for the hours they spent managing a client’s case, the invoice is charged to a specific client. Similarly, an invoice is also supplied for exactly one case.

1. “Who are the primary users of the database, and what tasks will they perform?”

The attorneys employed by the law firm will use the database to retrieve information pertaining to their current cases, clients, and other documentation. The IT staff will have access to the DBMS to administer the system and update the schema as needed.

1. “What specific functionalities do you expect from the database system?”

The specific functionalities that they would like include the basic storage, retrieval, and querying of the data store for legal matters. The database needs to be used primarily as a data store for the legal document management system application.

Expected Database Queries

The following are some examples of the types of queries that will be used with the database management system broken into different types:

1. Case Management:

* Retrieve all cases assigned to a specific attorney.
* Find all cases related to a particular client or company.
* List all open cases.

1. Client Information:

* Access contact information and case history for a particular client.
* Identify all clients involved in ongoing litigation.
* Retrieve a list of clients of a specific attorney.

1. Billing and Financial Queries:

* Generate a report of billable hours by the attorney.
* Retrieve financial information for a specific client or case.
* Identify outstanding invoices and payment status.

1. Calendar and Scheduling:

* View upcoming court dates and deadlines for specific cases.
* Identify all cases scheduled for a particular attorney.

1. Personnel Management:

* Retrieve information about attorneys.
* Identify workloads and case assignments for each attorney.

1. Litigation History:

* Access a summary of all litigation history for a specific client or company.
* Retrieve information on settlements and court decisions.

This is simply a list of example queries; this is not an exhaustive list.

ER Diagram, Schema, Input-Output Screens

Project Plan & Task List

Meeting Log

* 3/3/24: Met to discuss initial breakdown of tasks; decided which business to interview