Project Plan

LawLink

Legal Client Management Software

Contents

1. Project assignment

1.1 Context

Firm Name: Pearson Specter Litt

Pearson Specter Litt is a renowned legal powerhouse in the heart of **Manhattan**, catering to a diverse clientele ranging from Fortune 500 companies to high-profile individuals. The firm specializes in **corporate law, litigation, and high-stakes negotiations**, known for its brilliant legal minds, **strategic prowess**, and unwavering dedication to client success.

In the competitive realm of corporate law at **Pearson Specter Litt**, challenges stem from **intense competition** for clients and cases, alongside the **need to handle complex legal matters** adeptly while managing **internal dynamics** and power struggles within the firm.

To address these challenges and maintain its competitive edge **Pearson Specter Litt** implements **cutting-edge technology** solutions tailored to the needs of a modern law firm. The firm invests in a **sophisticated client management software** designed to ***streamline operations, enhance collaboration, and deliver superior client service.***

1.2 Goal of the project

The goal of the project is to develop a client management software tailored for legal firms to enhance communication and streamline administrative tasks between clients and legal representatives. The software aims to improve client satisfaction, increase operational efficiency, and provide better transparency in legal proceedings.

1.3 Scope and preconditions

Inside scope:

- Dashboard for case management and client communication
- Client subscription management
- Customizable legal reports
- Video case updates
- Secure messaging center
- Appointment scheduling
- Legal resources library

Outside scope:

- Legal research or advisory services beyond software capabilities

Preconditions:

- Legal firm's existing IT infrastructure and policies

1.4 Strategy

The project will adopt an Agile approach, allowing for iterative development and continuous feedback from stakeholders. This approach enables flexibility in responding to evolving requirements and ensures timely delivery of valuable software features.

1.5 Research questions and methodology

Research questions:

1. What are the key features required in a client management software for legal firms?

2. What are the best practices in secure communication and data management in legal software solutions?

Methodology:

- Conduct interviews and surveys with legal practitioners to gather requirements and preferences.

- Review existing legal software solutions and industry standards for security and compliance.

1.6 End products

- Dashboard interface for case management

- Subscription management module

- Customizable legal report generation tool

- Video case update feature

- Secure messaging center

- Appointment scheduling module

- Case Tracking

2. Project organisation

2.1 Stakeholders and team members

Name	Abbreviation	Role and functions	Availability
Erik Scheiek	*E.S*	*Legal Consultant*	*Friday – from 9:00 to 12:00*
Frank Coenen	*C.F*	*Legal Consultant*	*Thrustday – from 9:00 to 12:00*
Amália Oliveira De Arruda Camara	*M.A*	*Legal Consultant*	*Friday – from 12:00 to 16:00*
Stanislav Nikolov	*S.N*	*Project Manager*	*Full-time*

2.2 Communication

Regular meetings will be held bi-weekly to discuss project progress, address any issues, and gather feedback from stakeholders. Additional communication will be facilitated through email and instant messaging for ad-hoc discussions and updates.

3. Activities and time plan

3.1 Phases of the project

1. Requirements gathering and analysis
2. Software design and prototyping
3. Development and testing
4. Deployment and user training

3.2 Time plan and milestones

Phasing	Effort	Start date	Finish date
1 Requirements gathereing and analysis	10/10	19.02.2024	08.03.2024
2 Software Design and prototyping	10/10	08.03.2024	16.03.2024
3 Development and Testing	10/10	16.03.2024	07.06.2024
4 Deployment and Polishing	10/10	07.06.2024	28.06.2024

4. Testing strategy and configuration management

4.1 Testing strategy

Testing will be conducted at multiple levels including unit testing integration testing. Test automation will be employed for regression testing to ensure software stability and reliability.

4.2 Test environment and required resources

A dedicated test environment will be set up to simulate real-world scenarios for testing purposes. Required resources include hardware for testing, access to legal databases for data validation, and testing tools for automation.

4.3 Configuration management

Version control will be managed using Git repository. Branching strategy will follow GitFlow for efficient collaboration and code management. Change requests and problem reports will be tracked using issue tracking system integrated with project management tools.

5. Finances and Risk

5.1 Project budget

The project budget includes expenses for development resources, testing tools, and infrastructure setup. Approval for budget allocation will be sought from relevant stakeholders.

5.2 Risk and mitigation

Risk	Prevention activities	Mitigation activities
1 Inadequate understanding of legal requirements and regulations	Regular consultations with legal experts	Continuous review and validation of legal compliance during development
2 Delays in requirements gathering and scope changes	Regular communication with stakeholders	Agile approach to accommodate changes and prioritize deliverables
3 Data security breaches and privacy concerns	Adherence to industry security standards and best practices	Implementation of robust encryption and access controls, regular security audits