



BSc (Hons) in Computer Science via GDSE

Module Code ITS1066

Professional Software Project in IT

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**SUBMISSION DATE(25/03/2024)**

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**List of Abbreviation**

IT - Information Technology  
KPIs - Key Performance Indicators

## **1.0 Introduction to business**

In today's complex legal landscape, individuals and businesses often find themselves entangled in legal disputes or in need of assistance with important legal matters. In such challenging times, having a reliable and compassionate legal partner can make all the difference. Shiranthi Gunawardena Associates is a distinguished law firm dedicated to providing exceptional legal services tailored to the needs of its clients. With a team of highly skilled lawyers, secretaries, and clerks, Shiranthi Gunawardena Associates stands as a beacon of justice and integrity, committed to resolving cases, executing deeds, and finalizing last wills with unwavering dedication.

The purpose of this proposal is to introduce Shiranthi Gunawardena Associates and outline the range of services we offer. By showcasing our expertise in handling cases, executing deeds, and finalizing last wills, we aim to demonstrate how we can effectively address the legal needs of individuals and businesses alike. Furthermore, we seek to highlight our commitment to upholding justice, promoting ethical practices, and contributing to the betterment of society through our work.

In today's fast-paced world, legal issues can arise unexpectedly, leaving individuals and businesses feeling overwhelmed and uncertain about the path forward. At Shiranthi Gunawardena Associates, we understand the challenges our clients face, which is why we strive to provide them with the guidance and support they need to navigate the legal landscape with confidence. With years of experience and a deep understanding of various legal domains, our team is well-equipped to handle a wide range of cases, from civil disputes to criminal defense matters.

At Shiranthi Gunawardena Associates, our primary objective is to deliver justice and achieve favorable outcomes for our clients. Whether it's representing them in court, drafting legal documents, or providing strategic counsel, we are committed to helping our clients resolve their legal issues efficiently and effectively. Additionally, we aim to make a positive impact on society by promoting fairness, integrity, and respect for the rule of law in all our endeavors.

What sets Shiranthi Gunawardena Associates apart from other law firms is our unwavering commitment to excellence, integrity, and client satisfaction. With a track record of success and a reputation for professionalism, we have earned the trust and respect of our clients and peers alike.

**When you choose our firm, you can expect:**

- Personalized Attention: We take the time to understand each client's unique needs and objectives, providing tailored legal solutions that meet their specific requirements.
- Strategic Counsel: Our team of legal experts offers strategic counsel and guidance at every stage of the legal process, empowering clients to make informed decisions and achieve their desired outcomes.
- Ethical Practice: Integrity and ethical conduct are at the core of everything we do. We adhere to the highest standards of professionalism and integrity in our interactions with clients, colleagues, and the community.
- Results-Oriented Approach: We are driven by a passion for achieving results. Whether it's securing a favorable verdict in court or drafting a watertight legal document, we are committed to delivering outcomes that exceed our clients' expectations.

Figure 1.1 New Client Intake Form

**NEW CLIENT INFORMATION SHEET**

TODAY'S DATE _____	
Client's Full Name _____	SS# _____
Spouse's Full Name _____	SS# _____
Street Address _____	
City/State _____	Zip _____
Telephone (Home) _____	Client Work _____ Spouse Work _____
Client's Employer _____	Spouse's Employer _____
Emergency Contacts:	
Name _____	Relationship _____ Telephone _____
Name _____	Relationship _____ Telephone _____
Referred By _____	
Conference With Attorney Regarding:	

**FOR OFFICE USE ONLY**

Fee arrangement: _____
Billing arrangement: _____

DOCKET CONTROL	
Statute of Limitations Deadline	
Tort Claims Act Notice Due	
First Appearance Due	
Other Deadlines	
File Review Frequency	
INSTRUCTIONS:	

CONFLICT CONTROL	
NAME	RELATIONSHIP

File opened by \_\_\_\_\_  
 Engagement letter sent by \_\_\_\_\_

Conflicts checked by \_\_\_\_\_  
 Date: \_\_\_\_\_

Deadlines docketed by \_\_\_\_\_  
 Date: \_\_\_\_\_

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TrBar Management Services

**Figure 1.2 New Client Intake Form - Companies & Businesses**

**New Client Intake Form**

Date: \_\_\_\_\_

**[Legal Firm/Company Name]**

This form is used to collect information for internal purposes only. The information you provide will remain confidential and privileged. Please answer all questions fully and accurately to the best of your knowledge.

**Personal Information**

Name (Last, First, Middle): \_\_\_\_\_ Maiden: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Widowed

Spouse (Last, First, Middle): \_\_\_\_\_ Maiden: \_\_\_\_\_

How did you hear about our firm? ☐ Internet Search ☐ Personal Referral: \_\_\_\_\_

☐ Other: \_\_\_\_\_

**Legal Information**

Seeking: ☐ Legal Representation ☐ Legal Advice ☐ Other: \_\_\_\_\_

Please provide a brief summary of the legal issue for which you are seeking representation, advice, or assistance:

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If applicable, please provide information of any other affected parties on either side of the issue:

Party: \_\_\_\_\_ Relationship: \_\_\_\_\_ How affected: \_\_\_\_\_

Party: \_\_\_\_\_ Relationship: \_\_\_\_\_ How affected: \_\_\_\_\_

Party: \_\_\_\_\_ Relationship: \_\_\_\_\_ How affected: \_\_\_\_\_

Provided any information relevant to the legal issue that we would need to know in order to properly advise you:

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## 2.0 Overview of the proposed solution

To further enhance our firm's operational efficiency and client service capabilities, we propose the implementation of an integrated IT solution designed specifically for law firms. This comprehensive software solution will revolutionize the way we manage our sensitive data, streamline our workflow, and improve communication with clients.

Especially, the existing system is a manual system and from this software we are able to manage all their work with easy access.

Manage Case	- From this function we are able to manage cases like add new cases, update cases with their calling dates and etc... also can view the details of each case from the starting date to now...
Manage deed	- From this function we can manage deeds by adding new deeds or update deeds and delete unnecessary ones. Also can see a whole report on each deed using deed id.
Manage client	- This function is used to manage clients. We can add, update or delete clients using this function.
Manage charge	- From this we are able to calculate charges of each deed or case and also we can assign different charges depending on case type and deed type.
Manage court detail	- This function always update the cases and other activities which is connected with court based on judgements and other regulations
Manage report	- Here we are able to categorize reports and also view or generate reports according to client, case and deeds

- This is the base of the software, using the calling dates and other work I planned to add a reminder system to assign deadlines and manage tasks.

## **3.0 Advantages of the solution**

In today's rapidly evolving technological landscape, the integration of IT solutions has become imperative for businesses across various industries to remain competitive and efficient. This is especially true for law firms, where the complexities of legal processes and the need for secure data management are paramount. In this discourse, we delve into the myriad advantages of adopting IT solutions within law firms, using Shiranthi Gunawardena Associates as a case study.

### **1. Enhanced Efficiency**

One of the most significant advantages of integrating IT solutions into law firms is the enhancement of efficiency across various operational processes. Automation of routine tasks such as document management, case tracking, and deadline reminders frees up valuable time for legal professionals to focus on higher-value activities. With streamlined workflows and optimized resource allocation, firms can handle a larger volume of cases while maintaining high standards of service delivery. Advanced encryption techniques, access controls, and regular data backups safeguard against unauthorized access, data breaches, or loss, instilling trust and confidence among clients regarding the protection of their information.

### **2. Enhanced Client Service**

Client satisfaction is paramount in the legal profession, and IT solutions play a pivotal role in enhancing the quality of client service. Automated client communication tools, such as appointment reminders, case updates, and secure client portals, ensure timely and transparent communication, fostering trust and loyalty. Additionally, self-service features that allow clients to access case information, documents, and billing details empower them with greater control and convenience, further elevating their overall experience.

### **3. Strategic Decision Making**

Data-driven insights provided by IT solutions enable law firms to make informed, strategic decisions regarding resource allocation, case prioritization, and business development initiatives. Analytics dashboards, performance metrics, and trend analysis tools offer valuable insights into KPIs, enabling firms to identify areas for improvement, optimize workflows, and capitalize on emerging opportunities. By leveraging data-driven decision-making, firms can stay ahead of the curve and adapt to evolving market dynamics effectively.

### **4. Regulatory Compliance**

The legal industry is subject to stringent regulatory requirements and compliance standards, necessitating meticulous adherence to legal and ethical guidelines. IT solutions equipped with compliance management features help law firms navigate complex regulatory landscapes by automating compliance monitoring, audit trails, and reporting mechanisms. By ensuring



adherence to regulatory frameworks, firms mitigate the risk of legal sanctions, reputational damage, and financial penalties, fostering trust and credibility among stakeholders.

### **5. Scalability and Flexibility**

As law firms grow and evolve, their IT infrastructure must adapt to accommodate changing needs and demands. Cloud-based IT solutions offer scalability and flexibility, allowing firms to scale resources up or down based on workload fluctuations, without the need for significant upfront investment in hardware or infrastructure. Moreover, cloud-based solutions facilitate remote access to data and applications, enabling seamless collaboration and mobility for staff members, regardless of their location or device.

### **6. Cost Savings**

Contrary to common misconceptions, implementing IT solutions can result in significant cost savings for law firms in the long run. By automating manual processes, reducing paperwork, and optimizing resource utilization, firms can minimize overhead costs associated with administrative tasks and operational inefficiencies. Additionally, cloud-based solutions eliminate the need for on-premises infrastructure maintenance and upgrades, reducing IT infrastructure costs while providing access to cutting-edge technology and features.

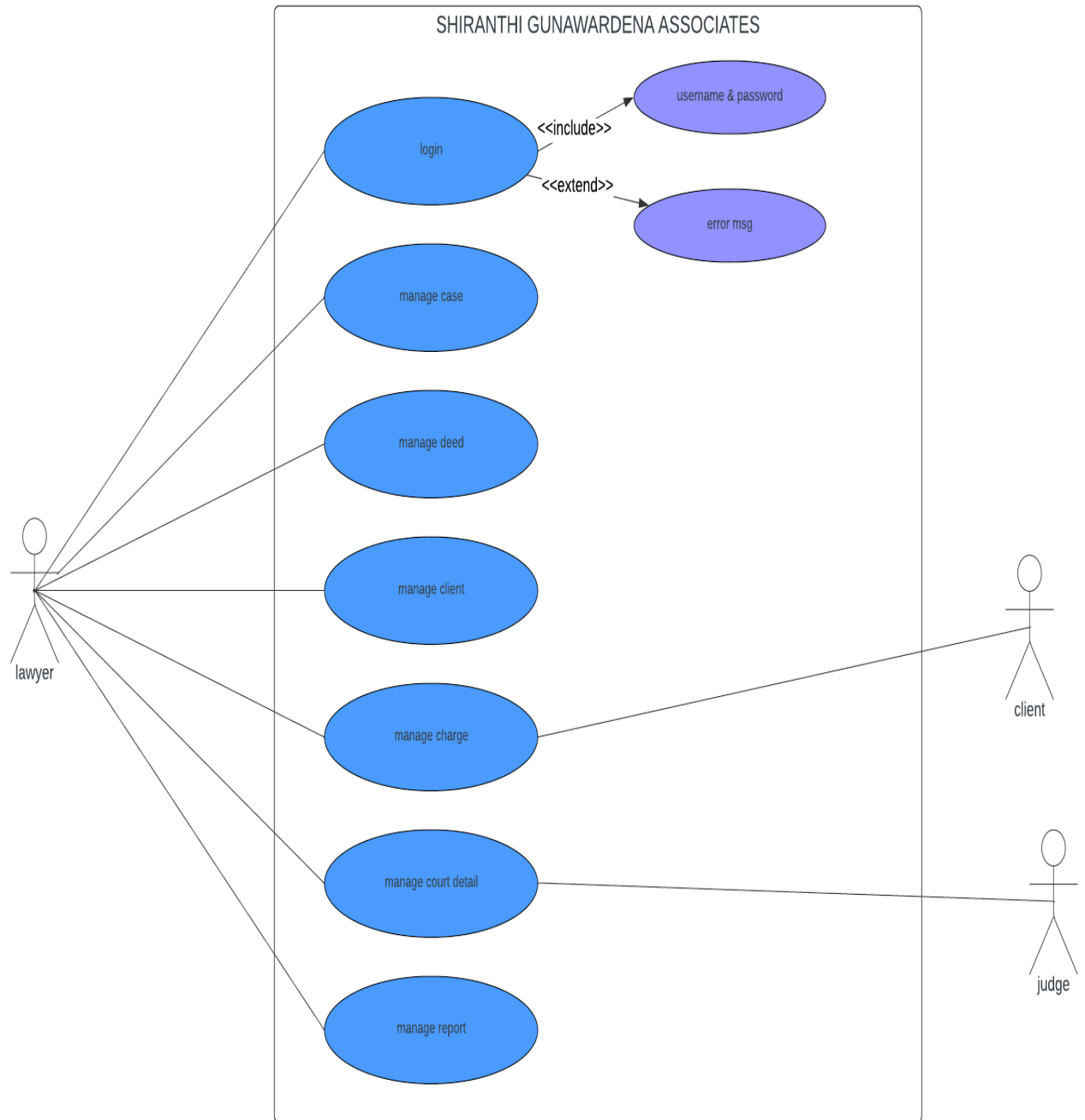
### **7. Competitive Advantage**

In an increasingly competitive legal landscape, leveraging IT solutions can provide law firms with a distinct competitive advantage. Firms that embrace technology demonstrate agility, innovation, and a commitment to excellence, positioning themselves as industry leaders and preferred partners for clients seeking modern, efficient legal services. By staying abreast of technological advancements and harnessing the power of IT solutions, firms can differentiate themselves from competitors and drive sustainable growth and success.

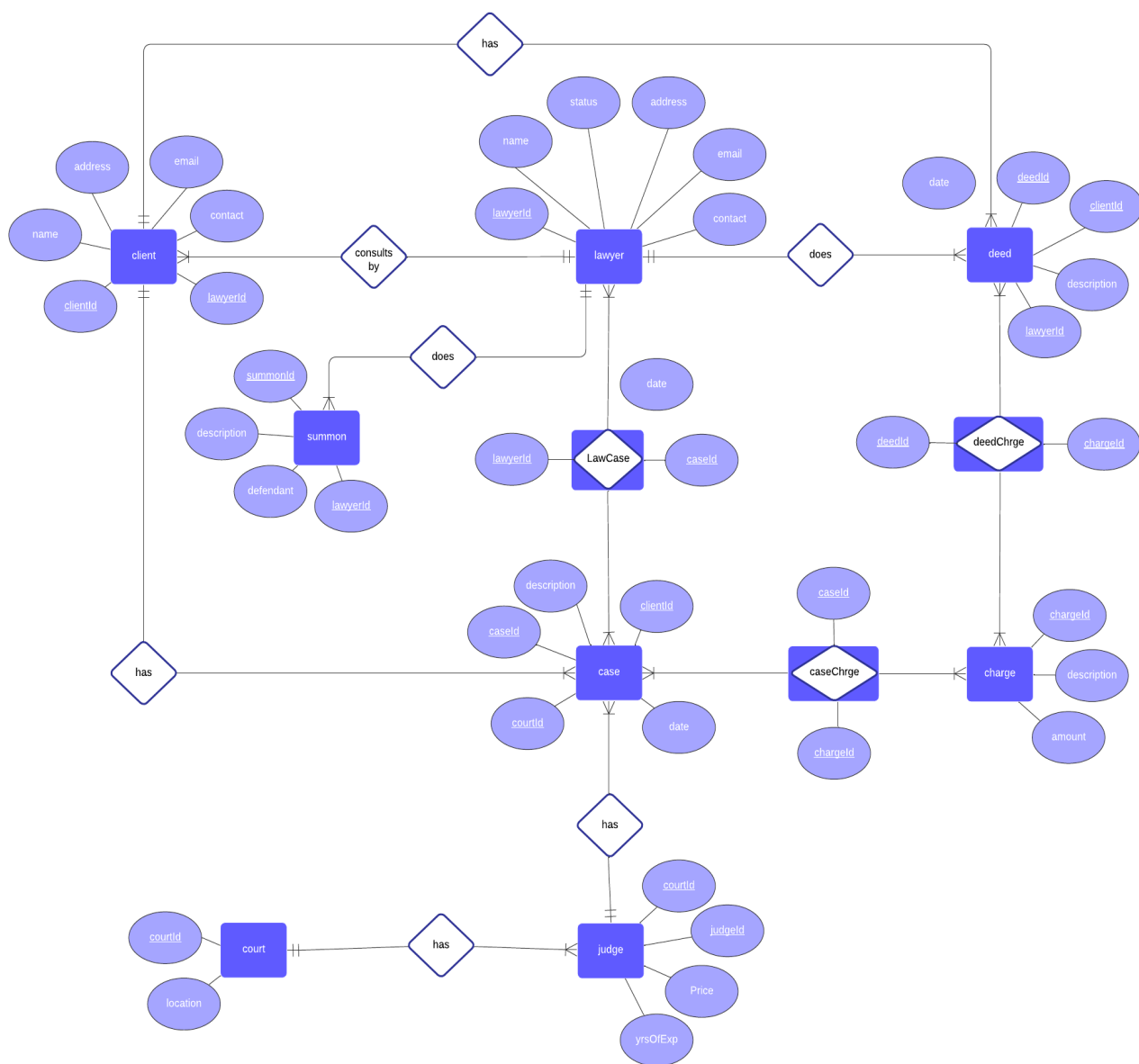
### **8. Future Readiness**

Finally, adopting IT solutions ensures that law firms remain future-ready in an era of rapid digital transformation. By investing in technology infrastructure, cultivating digital skills among staff members, and fostering a culture of innovation, firms can adapt to emerging trends, technologies, and client expectations. By staying ahead of the curve and embracing change, law firms can future-proof their operations and maintain relevance and competitiveness in an ever-evolving legal landscape.

## 4.0 Use case diagram



## 5.0 Entity relationship diagram (ERD)



**Figure 1.3 Employee Hierarchy**

