**MINISTRY OF EDUCATION
AND TRAINING**

FPT UNIVERSITY

Capstone Project Document

Website of Law Firm Management System

Report #1 – Introduction

Website of Law Firm Management System	
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Capstone Project code	LFMS

- Ha Noi, 09/2014 -

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1.1. Introduction

1.1.1. Purpose

This part is the introduction for Website of Law Firm Management System (LFMS) Project – our Capstone Project in FPT University. It is included the overview of existing system, the initial idea of this project, a brief description about our expected system and some potential risks, critical assumptions, constraints, also some benefits for our group and lawyer office.

1.1.2. Acronyms and definitions

Acronym & Abbreviation	Definition	Note
LFMS	Law Firm Management System	
SQL	Structured Query Language	

1.2. Abstract

A law firm system is website designed to manage a law firm's case client records, billing and bookeeping, schedules and appointments, deadlines, computer files and to facilitate any compliance requirements such as with document retention policies.

The benefits of law firm system is remind lawyer every day by notify in every day. Now we no need to store document in cabinet, lawyer can easily find it by storage systems.

It might be hard for accounting in law firm. System will provide some way for do this like statistical in every year.

As all of benefits of law firm system, we think this system will be great. We want to develop a website where lawyer can easily use it.

1.3. Literature review

Thuan Nguyen Lawyer Office currently has a management software that runs on Windows, but it's not good enough.

- **Advantages:**
  - User interface is very nice and easy to use

- Quick response for user's action
- Can store the related document
- Can add billing for each case.

● **Disadvantages:**

- Many errors occur during the use.
- Difficult to maintain.
- Limit the number of computer can use
- Lack of some function like statistical and shedules.
- Manage with only text information.

1.4. Proposal

1.4.1. Initial idea of the LFMS

This project get requirements from "Thuan Nguyen Lawyer Office" in Vinh Long City. The majority of this project is to use internal systems used to manage Office, Service, Staff, Customer, Case Management, Consulting, Contract and Reports…

Existing solution is to go for the actual project, met the manager of law office, Mr. Thuan. And then get actual requirements for project.

1.4.2. Objectives

This project is the Capstone Project for all team members. Firstly, we do this project to fulfill the requirements from FPT University studying program. During the time do this, we can learn how to develop a project, how to communicate with other team members, how to control time, how to do teamwork effectively. Therefore, after finishing this project, we can practice what we have learnt in university and learn so many new things. It is very necessary for our future work after graduating from FPT University.

Secondly, we want to create a website for law firm that help lawyers can work more effective, easier and simpler way without remember schedule and operation event.

1.4.3. System features

About the feature of LFMS website, it has main features of existing website such as easy to manage than traditional methods, online data storage and centralized etc… Besisdes, it has some extra functions: schedule notify each time event occur and statistic in every year. There are the detailed functions of this application:

❶ **Manage seven components below:**

- Case Management: Manage all information of Case by customers, general information, operation event, lawyer viewpoint, people related, document related and Used Service. Assign one or many lawyer into Case.
- Customer Management: Add new, edit customer information and delete customer. Stored for use in later Cases.
- Staff Management: Add new, edit staff information and deactivate staff. Division of roles in the system used.
- Service Management: Add new, edit service information and delete service. Use for Used Service.
- Office Management: Add new, edit office information and deactivate office.
- Statistical: Statistic revenue each office in every year.
- Schedule: Notify to lawyer when had an event occurred.

1.5. Benefit from project

If this application will be developed and implemented successfully, our group and lawyers will get some benefits from it.

1.5.1. For our group

After developing and implementing this project, our group will get some benefits:
- We have more experiences of managing a software project: how to manage plan, time, and risk. These experiences help us a lot in our future work.
- Know how to communicate with other team members and how to do teamwork efficiently
- If this application is developed, we will get a good mark in Capstone Project. It makes our grade better.

1.5.2. For Law firm

After developing and sending to law firm, lawyer can use it from local host in personal computer.

- Lawyers can work more effective, easier and simpler way without remember schedule and operation event.
- Law firm can manage all information like case, customer, staff service and

office easier.
- Accounting easier with auto statistical in every year.

1.6. Critical assumption and constraints

There are some critical assumptions that we realize after analyzing this project. The first assumption is about team members. We assume that all the team members can work with MVC and C#. We do not know anything about it before this project, but we have to study hard for not missing any deadline of project plan. Besides, we also assume all our members do not have any health problems, so they are not absent and can do their works.

There are also some constraints of our project. Firstly, about the time and deadline, we have to finish project on time. It has no extra time for us to complete developing and deliver application to teachers. Besides, the reports need to be submitted before the deadline. Secondly, about the quality, the application must be well enough for users to do main function. Finally, about the technique, our knowledge in C# and MVC is not in the high level. Therefore, with all the expected features that we gave before, we do not know if we can solve all of those or not. However, we will try our best to make our project successfully.

1.7. Potential risks

After analyzing this project, we may be facing some risks:
- With the short duration - about 3 months – we will not have enough time to do all things and miss the delivery deadline.
- We do not have any experiences in software project management such as time management, risk management etc. So maybe we will miss the deadline or have some unknown risks.
- It is the first time we manage big project like this, we do not have much experiences in communicating between the team. So maybe in the future, we will have conflict and argument and we will not finish all the works in time.
- Maybe we will lose source code or device during the developed time.

Captone Project: LFMS