

**Matter Scoping: Diligence checklist**

This checklist is part of the recommended method for achieving business outcome focused matter scoping as part of Equisphere.

# Diligence: Research the company

* Research the company, using a full range of available resources including the company's website (and press releases), financial press (including Financial Times and Reuters), broker reports, and lawyers and BD staff within your firm and other member firms (where appropriate)

|  |
| --- |
| Notes: |

* Educate yourself on the company’s competitors

|  |
| --- |
| Notes: |

* Know what work your firm (and other member firms pitching for the work with you) has already done for the client, who provided the services, and what the outcomes were. Inform other firm stakeholders on the RFP and matter scoping exercise to ensure that everyone is on the same page.

|  |
| --- |
| Notes: |

# Diligence: Research the key stakeholders

* Understand the role of the individual (within the company) with whom you are having the scoping call. Have they worked with your firm before? If so, get input from the attorneys internally who have a relationship with that individual.

|  |
| --- |
| Notes: |

* Who are the other key project stakeholders, both within the legal function and in other areas? What are their internal sensitivities? Does your firm (or the other member firms) have touchpoints with any of these individuals and if so what’s the relationship like?

|  |
| --- |
| Notes: |

# Diligence: Research the matter

* What do we already know about the Objectives, Risks, and Service Delivery? ​

|  |
| --- |
| Notes: |

* What do we know from similar matters?

|  |
| --- |
| Notes: |

* What are potential challenges to rendering the advice? E.g. firm capabilities, team capacity, interjurisdictional dependencies, jurisdictions lacking strong local counsel?

|  |
| --- |
| Notes: |