Lex Mundi Equisphere

Knowledge Packs for
More Successful Matter Outcomes

Matter
Scoping Module

Lex Mundi
World Ready

Lex Mundi Business outcome focused matter scoping: Post-scoping call template

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

This template should be completed following the scoping call with the client and shared with the team (e.g. Lex Mundi Business Development team)

Matter Overview

Question	Answer / Notes
Client	
Matter type	
Key Stakeholders	
Lead Firm	
Jurisdictions	

Business Objectives

Question	Answer / Notes
Client's measure of success for matter and "endgame" (e.g. integration and realization of synergy effects, regulatory compliance / approval, settlement/enforcement of claims, reputation)	
Definition of success with respect to legal advice	
Implications of the legal advice in terms of financial/share performance, operations, customers, employees etc.	

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• Implications of the problem not being adequately addressed or the goal not being achieved • Cost to the company not to address this	

Key Matter Risks

Risk	Preliminary Solution
Going over budget *(even one or two firms can cause massive budget overages for the entire project)*	*<add, delete, modify the bullets below>* • Set clear expectations with member firms regarding the client's budget and expectations for communication if the advice is at risk of going over budget. Also, check in with member firms at established intervals to ensure they are on track with their budget estimates.
Going out of scope: • Member firm does work outside the scope without asking or alerting anyone. • Client asks for significant follow up advice or additional drafts after receiving the advice.	*<add, delete, modify the bullets below>* • Again, set clear expectations with member firms regarding expected communications for out of scope work. Check in at established intervals to ensure the work is on track and not deviating from the agreed scope. • Have a solid SoW in place that both the member firms and the client have agreed to. Outline how many sessions of Q&A or additional drafts the client is entitled to under the established scope.
Inconsistent advice from one firm to the next (one firm does a deep dive while another skims the surface)	*<add, delete, modify the bullets below>* • A thorough SoW and attendance at the mandatory kick-off webinar will alleviate much of the risk. Member firms should also be encouraged to ask

	questions of a designated point person when they are in doubt (most likely the lead member firm).
Lack of communication or poor communication which compromises the quality of the project.	*<add, delete, modify the bullets below>* • Member firms that discover information that would be helpful to the overall matter should report this to the lead partner so that the information can be shared as applicable among member firms. • The lead member firm and the Lex Mundi BD team will keep one another apprised of all communications with the client. In particular, if Lex Mundi BD is helping to coordinate member firm work the BD point person should be on all client calls to remain up to date and informed of the latest information.
Interjurisdictional dependencies, e.g. sequencing of regulatory notifications, staging of negotiations with different parties etc.	
Jurisdictions lacking strong local counsel	
Areas where we lack precedents for what we are likely to be confronting	
Team capacity to handle workload	

Service Delivery

Question	Answer / Notes
Approach How does the client want to work with the lead law firm and local counsel?	E.g. • One throat to choke at the center? • Global, regional, local firm main contacts?

	- Level of partner attention vs associate time? - Dedicated project coordinator vs. paying for partner/associate time? - Engagement letter(s) – one via the lead firm vs local engagements or regional
Communication	Frequency of updates: Check-in gates to revisit scope (Y/N), and who should be part of these? Use of a dedicated client portal for file sharing, real time updates and workflow management (Kanban), and dashboards to track billable time etc:
Costs, Budgets and Billing	Budget broken down into milestones with specific deadlines: Specific ways of estimating and managing costs that client request (e.g. reporting intervals, e-biling): Fee arrangements the client will consider (e.g. fixed fees, alternative fees, success fees, etc): Interested in making use of technology for billing(Y/N): Requirement/preference for a single bill, aggregated bills, or local billing: Delivery of invoice (HQ or to the subsidiaries): Frequency of invoices and invoice due dates:

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	Special requirements we should be aware of that will help our invoices go through smoothly: Rendering of discounts or alternative fees, if applicable:
Deadlines What deadlines and milestones are part of the critical path for a positive business outcome?	

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