

## Business Plan Outline

This document is a supplement to practicePRO's *managing the finances of your practice* booklet. It reviews the steps you can take to better manage the finances of your practice, and is available at [www.practicepro.ca/financesbooklet](http://www.practicepro.ca/financesbooklet)

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4. **Mission Statement:**
  - This is a concise explanation of the reason for going into business and a statement of the values that you hold high. See Steven Covey's 7 Habits of Highly Effective People.
5. **Description of the Practice (overview)**
  - Description of the Practice (type of law to be provided or client niche to be serviced, where the office will be located, legal form to be used – proprietorship, law corporation, LLP, regular partnership, reasons why you are entering into private practice, reasons why people will seek your services, business goals to be obtained)
  - Marketing Plan
  - Analysis of the competition (how you plan to make your services distinctive, what are your reasons for growth, what are the weaknesses of the existing legal service providers and how do you plan to exploit those weaknesses, is your competitors target market growing or declining. )
  - Operating procedures (office procedures and systems to be put into place, physical plant description including layout of the office, required equipment list, services required by clients such as elevators, parking, public transportation etc.)
  - Staff (analysis of skills required for the proper running of the office and how those skills will be procured for the office, draft of job descriptions taking into consideration these required skills)
  - Insurance needs (office, malpractice, personal and how this insurance will be procured)
  - Financial overview

# Sample Business Plan For Law Firm

**K. William Gibson**



## **Sample Business Plan For Law Firm:**

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**Law Office Policy & Procedures Manual** Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs     *Easy Self-audits for the Busy Law Office* Nancy Byerly Jones, 1999 This easy to use tool will assist the attorney in conducting their own self audits Whether they want to streamline procedures foster teamwork or build client relations this book will identify the practice's problem areas as well as offer ideas to improve them     **The Complete Guide to Designing Your Law Office** Suzette S. Schultz, Jon S.

Schultz, 2005 This comprehensive new resource provides all the information needed to plan or remodel a law firm's office space Helpful checklists schedules forms and letters are included on the accompanying CD ROM     **The Complete Guide to Marketing Your Law Practice** Hollis Hatfield Weishar, James A. Durham, 1999 A complete guide to marketing law firm or practice Contains strategies and insights from the country's top legal marketers     The Lawyer's Guide to Balancing Life & Work George W. Kaufman, 2006 The Lawyer's Guide to Balancing Life and Work Second Edition is about how the law fits inside you not how you fit inside the law Making space for creativity and passion within your current workplace and at home can yield enormous emotional rewards In the end this book will support you whether you stay in the law shift your law practice or move on to other work This book is the tool you need to make healthy decisions and welcome the passion back into your life     **Marketing for Attorneys and Law Firms** William J. Winston, 1993 Marketing for Attorneys and Law Firms

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### **Law Firm Development**

Geertje Tutschka, 2024-03-04 Due to digitalization the pandemic and several economic crises as well as the new demands on the world of work and the responsibility for sustainable business the legal market and the ways lawyers work are changing Law firms are facing entirely new and more complex challenges than before This book provides answers to all questions related to law firm formation law firm management employee leadership and law firm marketing It highlights all aspects of modern strategic law firm development including related business models such as legal tech The clear and didactically prepared structure with chapter breakdowns working examples expert statements and summaries also facilitates selective reference to specific topics

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