



Tuesday, May 1
11:00 am–12:30 pm

**2008 Effective Project Management for the
Corporate Paralegal**
Paralegal Track

Walter A. Connor
Corporate Paralegal
DuPont Legal

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HOK

Effective Project Management For The Corporate Paralegal

Walter A. Connor, E.I. du Pont de Nemours and Company
A.C.C. 5th Annual Corporate Counsel University, May 1, 2007

What is a Project?

- The ***American Heritage Dictionary*** defines a project as “A plan or proposal; a scheme. See synonyms at **plan**.”
- An undertaking requiring concerted effort: *a community cleanup project; a government-funded irrigation project.*
- An extensive task undertaken by a student or group of students to apply, illustrate, or supplement classroom lessons.
- A housing project.

Client Considerations

- When they say it is not about the money...
- Who and/or what defines a win/win?
- You want this when?!?
- Can it be done? **BE REALISTIC!**

Plan, Plan, Plan

- Goal Oriented (Purpose, Aim, Deliverable)
- Realistic Deadlines
- So who's going to do the work?
 - Internal Personnel
 - External Personnel
 - Vendors/Service Providers
 - Temporary Staffing

Draft Day

- Assembling the team
 - A. Select Task/Team Leaders
- Communicate the project
- Assign team tasks and expectations
- Establish Report-back protocols
- Motivate (We're all in this together!)
- Set follow-up meeting schedule

Metrics

- Assessing progress
- Are adjustments necessary?
- When changes need to be made:
 - A. Communication, Communication, Communication
 - B. Recalculate budget (if necessary)
 - C. Do we need to reconnect with the Client? If yes, Don't WAIT!!! As soon as you know, they need to know!!!

Under Promise/Over Deliver

- Keep Client up-to-date
- Accept praise and criticism with like indifference
- Remember the Team!!!
- Be honest, assess what can be done better next time, and implement change where appropriate

2008 Effective Project Management for the Corporate Paralegal

**Rutha Lawrence Prude
HOK Group, Inc. – St. Louis, MO
May 1, 2007
ACC Seminar 2007**

- I. Oh My, What have I gotten myself into?**
 - a. Organize, Organize, Organize your tasks**
 - b. Find your method! Don't be afraid if it needs tweaking.**
- II. How do I get all these balls out of the air and organized?**
 - a. Prioritize – Electronic Databases that may help**
 - b. Tickler – Calendaring Methods**
 - c. Color coding – You never knew primary colors we be useful so late in life**
- III. Okay this didn't work for me**
 - a. Don't worry! All methods don't work for everyone.**
 - b. One method may not even work for you; a combination of two or more may work or you may find your own**
- IV. Eureka! This is working**
 - a. Tweak the method over time to ensure it is really working for you**
 - b. Deadlines being met?**
 - c. Can you find everything within 1 minute of being asked for it?**
 - d. Electronic filing vs Hard Files?**
- V. KISSing is the KEY!**
 - a. Keep It Simple.**

Effective Project Management for the Corporate Paralegal

Presented by Rutha Lawrence Prude



What Have I Gotten Myself Into?

- Organize,

Organize,

Organize Your Tasks

- Find your method!



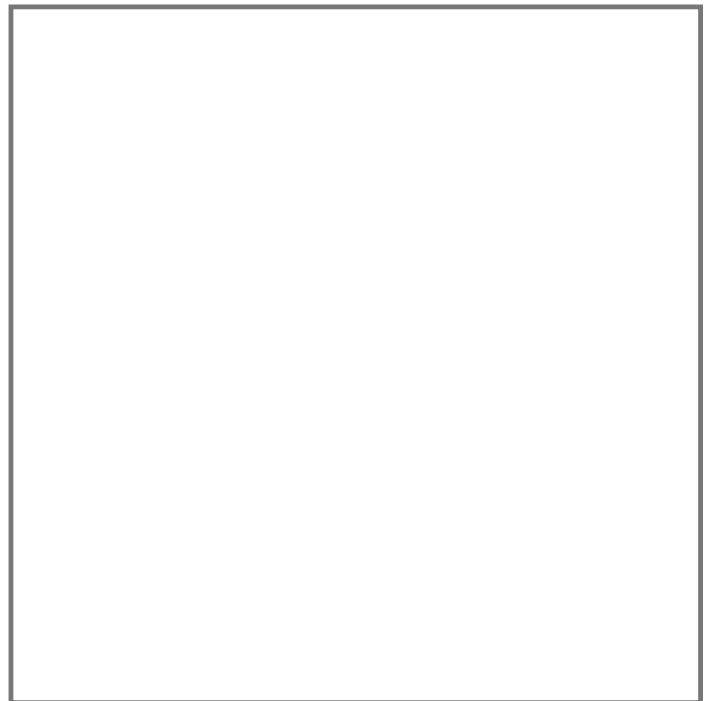
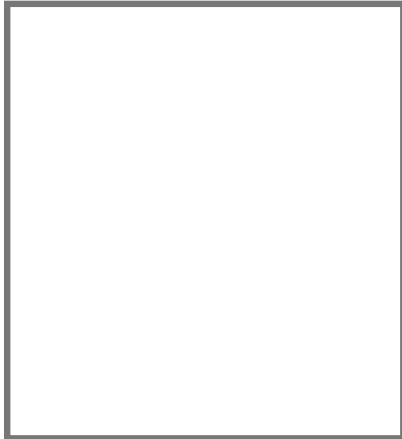
Balls Out of the Air

- Color Coding
 - Primary colors very useful



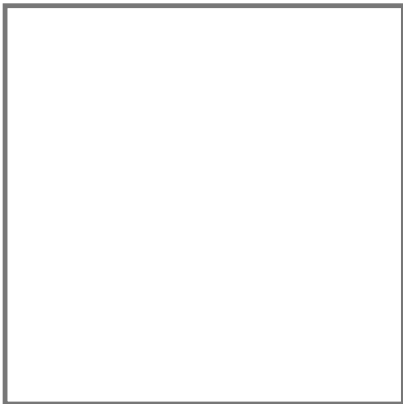
Let's Get Organized

- **Prioritize**
 - Electronic databases that may help
- **Tickler**
 - **Calendaring Methods**



Didn't Work For Me

- All methods don't work for everyone
- One method may not work
 - Find a **COM+BI+NATION** of two or more



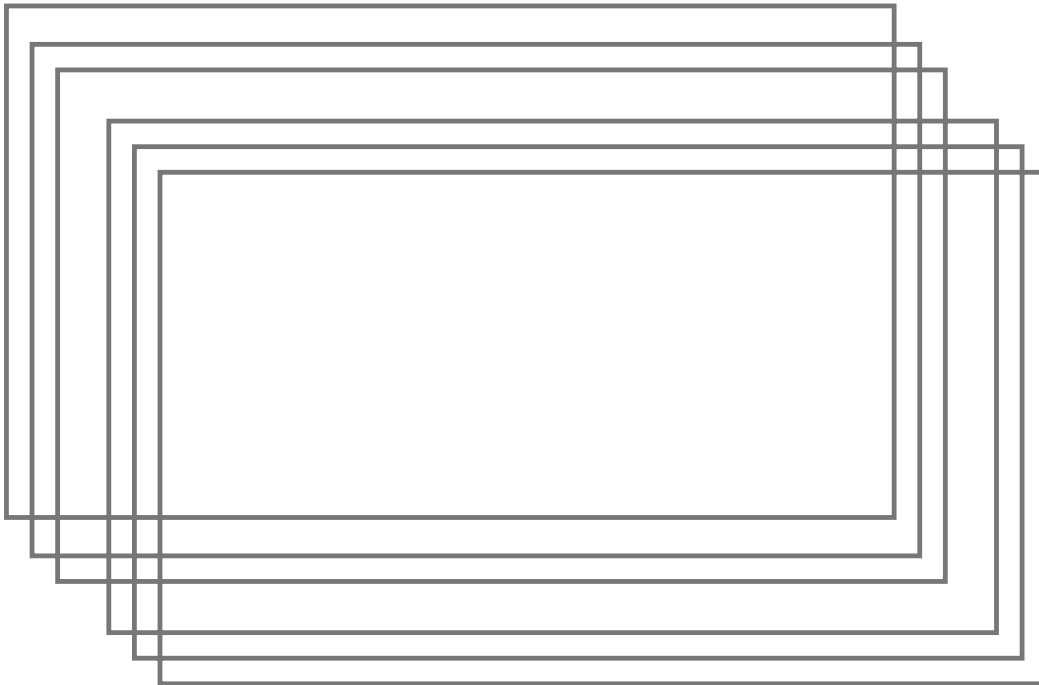
“You May Find Your Own”

EUREKA! This Is Working!

- Tweak the method over time
 - Will ensure if the methods really works for you
- Deadline being met?
- Finding everything within 1 minute of being asked for it

Which is Best? What Works?

- Electronic Filing
versus Hard Files



Kissing is the Key!

- Keep it Simple
- The Art of Simplicity

