

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

1. **Cover sheet**
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3. **Executive Summary**
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

Suzette S. Schultz, Jon S. Schultz



Sample Business Plan For Law Firm:

Paralegals, Profitability, and the Future of Your Law Practice Arthur G. Greene, Therese A. Cannon, 2003 This book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service

Compensation Plans for Law Firms James D. Cotterman, 2004 This book features valuable data from leading legal consulting firm Altman Weil's surveys on law firm performance You can develop a compensation plan that conveys fairness simplicity and flexibility striking perfect balance within your firm

The Law Firm Associate's Guide to Personal Marketing and Selling Skills Catherine Alman MacDonagh, Beth Marie Cuzzone, 2007 This first volume in the Law Firm Associates Development Series focuses on personal marketing and sales skills and will cover these topics building a practice how to create a personal marketing plan how to find people within a target market how to prepare for a prospective client meeting strategies when meeting with clients how to ask for business how to use the end of a matter as a marketing opportunity how to retain clients and how to effectively network inside and outside the firm Both authors currently work as Directors of Business Development in law firms where their responsibilities include extensive in house coaching and training of attorneys at all levels In this guidebook they share their best advice and instruction compiled from their own experience as well as from that of many industry thought leaders

How to Build and Manage a Personal Injury Practice K. William Gibson, 2006 This manual offers guidance on building and managing a personal injury practice It highlights the tactics technology and practical tools necessary for a profitable practice including how to write a sound business plan develop an accurate financial forecast and minimize costs

The Law Firm Associate's Guide to Connecting with Your Colleagues Barbara Black Miller, Martin Camp, 2009 This second volume in the law firms associate's series will help lawyers learn how to effectively work together with their colleagues to achieve high levels of productivity and success in the law office While work relationships can be challenging this guide shows lawyers how to communicate and maintain positive work relationships

The Essential Formbook Gary A. Munneke, Anthony E. Davis, **Nurse Practitioner's Business Practice and Legal Guide**, *Smart Business Planning* Whitlow G. Elzner, 2012-08-22 THIS IS AMAZING SO MUCH INFORMATION IN ONE BOOK *Smart Business Planning* is packed with fifteen chapters of knowledge that can make *Smart Business Planning* from jail or prison to being a respected business owner painless You are guided step by step from your idea of owning any type of business you select to having it in operation making you money You are shown how you can own a business using your cash and credit or if you don't have any cash and your credit is terrible no problem You will be shown how to use cash or credit from a member of your family a friend or a total stranger That is correct a total stranger Why would you want a job making someone else rich while they look down at you as a convicted felon Also your fellow workers will be looking down at you and asking you questions about your past *Smart Business Planning* can show you how to keep any of this from ever happening You are not only guided through all of the steps to finance start up and operate your business but you will also be given a lot of other

valuable information which will include how to turn your bad credit into good credit get established with a bank for your business and personal plus get all of the credit you want The list goes on including getting a pocket full of credit cards guaranteed So now is the time to read every word of Smart Business Planning to get this valuable information

Law Office Procedures Manual for Solos and Small Firms Demetrios Dimitriou,2000 A guide to setting policies and establishing procedures that should keep a law office operating efficiently This second edition features new chapters on topics such as the family and medical leave act Internet use and more The diskette contains the text in WordPerfect 6 x and ASCII formats

Nurse Practitioner's Business Practice and Legal Guide Carolyn Buppert,2008 Nurse Practitioner s Business Practice and Legal Guide Third Edition lays a solid foundation of knowledge upon which students can build their practice confidently and effectively whether it be in developing an employment relationship undertaking a business venture giving testimony before the state legislature composing a letter to an insurance company about an unpaid bill teaching at a school of nursing or serving as president of a state or national organization The Third Edition of this best seller is newly revised and updated to include topics such as How to write an effective business plan using the most up to date informationand planning strategies How to avoid malpractice and other lawsuits How to effectively negotiate managed care contracts What must take place for NPs to become primary care providers What decisions need to be made before starting a practice State by state laws completely updated New section on the NP Portfolio What is it What goes in it Why is it necessary

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 polices 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

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Free Gift 10 PowerPoint Template to Create a Presentation for Your Business Plan. Present your business plan with a flair.

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.

How to Build and Manage an Entertainment Law Practice Gary Greenberg, 2001. This book provides complete and systematic guidance on how to establish and maintain a practice in the field of entertainment law.

Start Your Own Law Practice Judge William Huss, 2005-11-01. After years of school and maybe even after some years of practice, you are ready to be the boss. You want to hang out your shingle and open an office of your own. But running a profitable business takes more than just being a great attorney. Start Your Own Law Practice provides you with the knowledge to be both a great lawyer and successful business owner. Whether you are looking to open a sole practitioner's office or wanting to go into partnership with other colleagues, picking the right location, hiring the right

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Marketing for Attorneys and Law Firms William J. Winston, 1993 Marketing for Attorneys and Law Firms presents timely topics which are well researched and written by a fine array of authors from around the country As attorneys are becoming more interested in marketing and how it can benefit their practices this book is an important tool in evaluating and improving old marketing strategies and creating new marketing strategies where such advertising was neglected For attorneys academics consultants marketing experts and students concerned about the development of marketing strategies in this specialized field Marketing for Attorneys and Law Firms is an invaluable reference book **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 *Selling Your Business* Louis P.

Crosier, 2004-06-02 Twenty three top advisors from leading firms show entrepreneurs how to transition their business The Entrepreneur's Transition provides an all in one handbook for entrepreneurs and corporate insiders seeking advice on their personal financial planning prior to selling or taking a business public It provides a concise easy to read blueprint that can help business leaders navigate before and after a transaction so they are well positioned and can avoid costly mistakes The Entrepreneur's Transition is organized chronologically beginning with the issues a business owner should be concerned with prior to a transaction It then moves step by step through the transaction process and into post transaction diversification reinvestment and philanthropy Louis Crosier Boston MA is a principal at Windward Investment Management and serves as a member of Windward's Investment Committee His responsibilities include managing client portfolios and overseeing the firm's investment consulting practice How Good Lawyers Survive Bad Times Sharon D. Nelson, James A. Calloway, Ross L.

Kodner, 2009 The weak economy and large number of firm layoffs have resulted in a flood of potential new solo and small firm lawyers starting their own practices in the wake of the exodus from BigLaw Small practice lawyers well seasoned or just starting out can gain immeasurably by just applying even a few of the myriad tips within this book **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

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