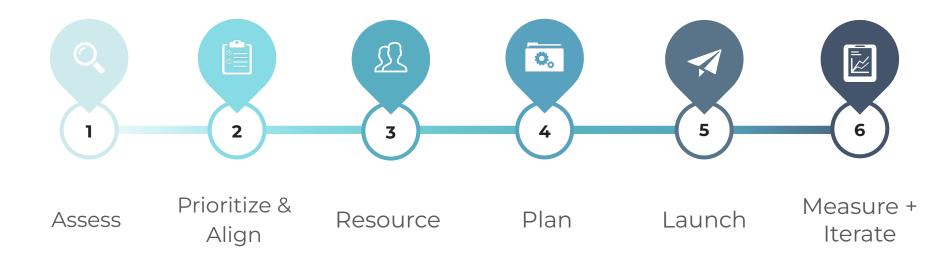# Roadmap to Transforming Your Legal Department

PARTNERS IN YOUR TRANSFORMATION

LexGO

6-steps Framework

1 — Assess

2 — Prioritize & Align

3 — Resource

4 — Plan

5 — Launch

6 — Measure + Iterate

Transformation Checklist

01 Assess

To Do :

➜ Engage your team and brainstorm all transformation projects to undertake
➜ Define the "what", the "why" & the stakeholders for each project
➜ Start drafting a high level project list with each defined project

Questions to Ask :

➜ What is the current state of things ?
➜ Why do we need to change the current state ?
➜ What are we trying to achieve ?
➜ How will this project benefit the organization (spend time defining the project benefit for each stakeholder)

02 Prioritize & Gain Alignment

To do :

➜ Stack rank all projects, assign a priority level to each project
➜ Break down each project into smaller phases (ex: research providers and advisors, build business case, present business case to stakeholders, finalize project plan & budget, etc)
➜ Assign timeline to each defined phase
➜ Define your stakeholders, their role (RACI) and how will they influence the project (supporters, detractors)
➜ Start socializing each project with stakeholders, assess alignment
➜ Determine next steps to get stakeholders to the "Buy in" state

Questions to Ask :

➜ Which project should be prioritized based on our limited resources ?
➜ Which project will bring the most ROI to our organization ?
➜ How can we break down each project into phases ?
➜ Who are the stakeholders that will support or derail this project ?
➜ How can I get detractors to buy-in to the project ?
➜ What is my RACI ? Who is Responsible /Accountable / Consulted / Informed ?
➜ When and how should I start socializing the project with each stakeholder ?

© LexGO

Transformation Checklist

03 Resource

To do :

→ Build a detailed resource plan for each project. The resource plan should include the % of time to be invested by each current team member involved in the project (ex: 5% time from the GC, 10% time from our AGC, 75% time from our paralegal, 5% time from an IT business partner)
→ Assess the cost of each new new additional resource required for the project to be successful (contractors, advisors, FTE)
→ Present this resource plan for review and approval

Questions to Ask :

→ What is the role of each legal team member in this project ?
→ Who on our team will be responsible for leading the project ? How much time will we each need to spend on this project on a regular basis ? Will the person leading also be responsible for project mgt ?
→ Can I borrow some internal resources from my stakeholders to support this project ?
→ Do we need new temporary resources to support this project? Are these full time hires and/or temporary resources ? What is their role and their costs ?

04 Finalize Plan

To do :

→ Maintain an updated detail project plan for all transformation projects
→ The project plan should include owners, timelines, status
→ Plan a kickoff meeting with project team, reconfirm roles and responsibilities and agree on ongoing meeting cadence

Questions to Ask :

→ Did we capture all important details in our project plan ?
→ Did we communicate the project plan to all stakeholders ? Are we clear on everyone's role and responsibilities ?
→ How will be be launching, monitoring the projects going forward
→ Who will be the project manager responsible for monitoring project progress. How will progress be tracked and communicated ?

© LexGO

Transformation Checklist

05 Launch

To do :

➜ **Work out loud !** Communicate the launch of your project to all stakeholders
➜ Build an ongoing communication plan to communicate progress / roadblocks

06 Measure & Iterate

To do :

➜ Hold regular cross functional meetings with stakeholders to review progress status, roadblocks
➜ Conduct regular short retrospective meetings, review input and iterate as needed

© LexGO

"The secret to getting ahead is getting started."

www.lexgo.ca
paula@lexgo.ca

LexGO