

KEY PILLARS OF SUCCESSFUL LEGAL OPERATIONS

Effective legal operations help organizations navigate a complicated and evolving legal market.

Financial/ Expense Management

Maintain financial integrity by managing budgets, monitoring and approving expenses and focusing on value additive initiatives.

Vendor Management

Negotiate contracts, manage relationships and ensure timely service delivery with vendors and service providers.

Talent Management and Development

Manage headcount, monitor talent pipeline and development.

Technology and Innovation

Define needs of the department, leverage existing internal tools, define requirements for development of internal and external technical solutions.

Capacity/Resource Planning

Help define structure of the department, reallocate or requisition resources as necessary.

Governance

Policies and procedures, committee structures, escalation.

Communication and Connectivity

Centralized and consistent messaging, transparency. Intersection point for HR, Finance, IT and Administration resources.

Management Information, Data and Trend Analysis

Condensed reports on all aspects of the operations of the department. Review and analyze metrics to help drive decision making and risk management.

Risk Management

Compliance with firm and department policies, audits and regulations.

Project Management and Process Improvement

Identify, define, manage and continuously improve projects, initiatives, investments and department processes.

Strategic Planning

Develop long term and phased actions to drive the business forward.

Collaboration

Bring internal and external resources together to drive a common goal.

At Goodwin, we partner with our clients to practice law with integrity, ingenuity, agility and ambition. Our 1,000-plus lawyers across the United States, Europe and Asia excel at complex transactions, high-stakes litigation and world-class advisory services in the technology, life sciences, real estate, private equity, and financial industries. Our unique combination of deep experience serving both the innovators and investors in a rapidly-changing, technology-driven economy sets us apart.

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