



PERFORMANCE MANAGEMENT SYSTEM ACTIVITY MANAGEMENT MODULE

Skill Development

Firm Non Billable Code: 800

Activity	Accountability Information	Notes and Comments	Activity Value												
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Attend NITA deposition training</div> <div style="border: 1px solid black; padding: 2px;">Purpose Reinforce deposition skills in preparation for assuming more responsibility for more important depositions</div>	Task Owner Lawyer A Task Support: Partner A Complete Date QTR QTR2 Complete Date Year 2007 Status Incomplete	<div style="border: 1px solid black; padding: 2px;">Formalized outside training in support of the development of lawyer A</div>	Leverage Type: Indirect <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Hours</th> <th style="text-align: center; border-bottom: 1px solid black;">Costs</th> </tr> </thead> <tbody> <tr> <td>Planned</td> <td style="text-align: center;">32</td> <td style="text-align: center;">2500</td> </tr> <tr> <td>Actual</td> <td style="text-align: center; border-bottom: 1px solid black;">0</td> <td style="text-align: center; border-bottom: 1px solid black;">0</td> </tr> <tr> <td>Variance</td> <td style="text-align: center;">32</td> <td style="text-align: center;">32</td> </tr> </tbody> </table>		Hours	Costs	Planned	32	2500	Actual	0	0	Variance	32	32
	Hours	Costs													
Planned	32	2500													
Actual	0	0													
Variance	32	32													

Training Detail	Skill Development Detail	Bar Professional Detail	Marketing Detail	Recruiting Detail	Pro Bono
Person to Train or Develop	Skill to Improve or Acquire Advanced deposition skills	Bar, Prof, Trade Activity Code	Client name	Candidate - School	Assigning Organization
Planned Utilization Percent 0.00%		Percent CLE 0.00%	Client Type		
Actual Utilization Percent 0.00%	Skill Level	Number CLE Credits 0	New Practice Area		

Activity	Accountability Information	Notes and Comments	Activity Value												
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Assign to client 2, matter 345 trial team and seek higher level assignments for client 2</div> <div style="border: 1px solid black; padding: 2px;">Purpose Gain trial experience and court room experience through arguing motions</div>	Task Owner Lawyer A Task Support: Client 2 partners Complete Date QTR Annual Complete Date Year 2007 Status In Progress	<div style="border: 1px solid black; padding: 2px;">Lawyer A needs to advance litigation skills and the firm needs to show more long term depth on client 2 cases. The hours allocated are in recognition of the fact that Lawyer A will need to spend some time learning the issues in client 2 cases which will not be billable.</div>	Leverage Type: Indirect <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Hours</th> <th style="text-align: center; border-bottom: 1px solid black;">Costs</th> </tr> </thead> <tbody> <tr> <td>Planned</td> <td style="text-align: center;">14</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Actual</td> <td style="text-align: center; border-bottom: 1px solid black;">0</td> <td style="text-align: center; border-bottom: 1px solid black;">0</td> </tr> <tr> <td>Variance</td> <td style="text-align: center;">14</td> <td style="text-align: center;">14</td> </tr> </tbody> </table>		Hours	Costs	Planned	14	0	Actual	0	0	Variance	14	14
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Planned	14	0													
Actual	0	0													
Variance	14	14													

Training Detail	Skill Development Detail	Bar Professional Detail	Marketing Detail	Recruiting Detail	Pro Bono
Person to Train or Develop	Skill to Improve or Acquire Trail Preparation, intermediate motion practice skills	Bar, Prof, Trade Activity Code	Client name	Candidate - School	Assigning Organization
Planned Utilization Percent 0.00%		Percent CLE 0.00%	Client Type		
Actual Utilization Percent 0.00%	Skill Level	Number CLE Credits 0	New Practice Area		