



PRACTICE PLANNING SYSTEM ANNUAL PRACTICE PLAN

90000 Sample Lawyer

Plan Year: 2010

Administrative

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
Administrative Allocation	125	\$0	Allocation for administrative hours, including timesheets, billings, nb case administration and attendance at firm functions
SUB-TOTAL	125	\$0	

Bar, Professional and Civic

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
Local Bar Association Participation	25	\$125	Membership participation and chair of the annual charity golf outing in March.
American Bar Association Participation	40	\$1,500	Attend forum on construction law annual meeting (New York), participant and committee service.
SUB-TOTAL	65	\$1,625	

Marketing

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
XYZ Corporation - Management Seminar	50	\$250	Develop and present an in-house seminar regarding relevant legal issues to XYZ's business. Efforts to be directed for the benefit of senior and mid level management. Involve associate Jan Smith to demonstrate depth of the firm's resources to XYZ management.
National Association of Women in Construction	20	\$500	Speaking engagement at annual meeting
SUB-TOTAL	70	\$750	

Pro Bono

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
Pro bono legal services in the community	25	\$0	Provide no cost legal services by participating in the various programs offered by the local bar association.
SUB-TOTAL	25	\$0	



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Recruiting

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
Recruiting	10	\$150	Participation in annual summer clerk program. Evaluate clerks for possible future employment
SUB-TOTAL	10	\$150	

Skill Development

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
Skill Development - Self	15	\$750	Attend annual CLE to satisfy bar requirements. Focus seminars on bankruptcy and alternative workouts
SUB-TOTAL	15	\$750	

Training Others

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
Skill Development - Others	15	\$0	Hours dedicated to junior associate (Jan Smith). Focus training on advanced deposition skills and techniques. Ensure workload and case assignments are litigation based and will provide significant deposition opportunities
SUB-TOTAL	15	\$0	

z-Feedback

<u>ACTIVITY DESCRIPTION</u>	<u>HOURS</u>	<u>DOLLARS</u>	<u>COMMENTS</u>
Feedback	0	\$0	Sample Lawyer is approaching partnership. It will be essential for Sample Lawyer to demonstrate the ability to generate new business for the firm, leverage at least 2 associates with either work developed by Sample Lawyer or with work provided by other partners. Sample Lawyer must also continue to perform high level/high quality legal work and practice mature business habits.
SUB-TOTAL	0	\$0	



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TIMEKEEPER TOTAL

325

\$3,275

90000 HISTORICAL TIMEKEEPER INFORMATION

YEAR	TOTAL HOURS	NON-BILL HOURS	BILLABLE HOURS	BILLABLE VALUE	BILLED AMOUNT	REALIZED RATE	FEE RECEIVED
2009	2300	200	2100	\$367,500	\$357,000	\$173	\$350,000
2008	2284	290	1994	\$329,010	\$300,500	\$162	\$290,800
2007	2450	300	2150	\$344,000	\$324,000	\$158	\$307,000
2006	2375	250	2125	\$329,375	\$306,000	\$153	\$293,000
2005	2285	185	2100	\$315,000	\$290,000	\$147	\$280,000
2004	2300	250	2050	\$307,500	\$285,000	\$146	\$265,000



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	<u>HOURS</u>	<u>DOLLARS</u>
FIRM TOTAL	325	\$3,275