





## UPGRADE WITH A LAWMASTER TUNE UP

Upgrade the productivity of your firm with one of LawMaster's highest return-on-investment services - **The LawMaster Tune Up.**






This customised process analysis and planning will empower your firm to reach new levels of efficiency, maximize your return on investment in LawMaster and disrupt thinking that "this is how things have always been done."

### The Cost/Benefit Equation

Productivity savings translate into real monetary savings. LawMaster Clients typically see productivity savings in:




-  Streamlining business processes, ensuring consistent service to your client
-  Reduced data entry and double handling
-  Management reporting tools based on your firm's KPI's
-  Consistent use of LawMaster throughout your firm

In addition to quantifiable productivity savings, the following "soft benefits" are also often achieved:

-  Increased service consistency & quality
-  Improved billing processes and debt recovery
-  Greater accuracy in document production
-  Identifying training requirements for your staff
-  Reduced stress and increased employee satisfaction



### **A LawMaster Tune Up follows a proven 5-step process:**

1. **Strategic and Cultural Briefing:** A LawMaster specialist will meet with the business owners to gain a high-level understanding of the key objectives that drive the firm, to set the scene for the Tune-Up.
2. **Process Evaluation:** A LawMaster specialist will meet with your staff to review and analyse your internal processes, system usage and the effectiveness of cross-departmental activities. Our specialist will identify specific opportunities in:
  -  Quick hit improvements
  -  New features
  -  Procedural improvements
3. **Summary of Findings:** Our specialist will prepare a summary of their findings from this evaluation, along with specific recommendations and steps to improve productivity, effectiveness and usage quality.
4. **Follow Up:** In this final consultation, our specialist will support you to capitalise on the opportunities that have been identified throughout the process. Together, you'll agree to a plan for improvement to ensure your firm is making the most of your upgrade to LawMaster.
5. **Action the Plan:** This step "Closes the Loop"! Highly interactive training sessions will be scheduled to maximise staff attendance. Many clients request additional staff to ensure updated procedures and efficiencies are implemented as soon as possible.

*Efficient and effective use of LawMaster keeps you at the forefront of the legal profession.*