

New Matter Information		
Date:	Law Firm Responsible Lawyer:	Law Firm Team Members: Identify each law firm team member's name and role.

Outlining the Matter
Project Description: Provide a brief, high-level description of the matter.
Goals: Explain what the organization's objectives are with the project and how success will be defined

Scope, Value and Assumptions		
Scope: Identify the key phases of the project and the tasks that law firm will have to carry out.	Value: Identify the strategic value of the project from the client's perspective.	Key Assumptions: List all assumptions that may affect the scope, timetable and cost of this project as well as any items that are to be considered outside of the scope of the project.

Risks	
Risks: Identify all risks associated with the project including risks to timely completion, risks on specific deliverables, and risks on achieving broader goals.	Risk Type: For each risk identified, classify it as either a: a) financial risk; b) legal risk; or c) reputational risk A given risk can fall into more than category of risk type