

## Current or Proposed Practice Group Assessment Form

*This form is designed as a tool for senior leadership in law firms to assess the effectiveness of current practice groups or to evaluate proposals for new groups.*

### 1 PRACTICE GROUP NAME

### 2 PRACTICE FOCUS

**Describe the particular focus of the practice group:  
(e.g., expertise based, focused on an industry or group of clients, other)**

### 3 GEOGRAPHIC SCOPE

**Describe the practice group's geographic scope of service delivery:  
(e.g., local, statewide, regional, national)**

### 4 LEGAL SERVICES PROFILE

**Describe the specific type(s) of legal services the practice group provides/will provide:**

### 5 CLIENT PROFILE

**Describe the type(s) of clients the practice group serves/will serve:**

**CURRENT / PROPOSED PRACTICE GROUP ASSESSMENT FORM**

<b>6</b>	<b>PRIMARY OBJECTIVES</b>
	<p><b>In order of priority, list the primary objective(s) of the practice group: (e.g., collect and coordinate expertise, attract new clients, obtain new work from existing clients, improve delivery of services to existing clients, improve quality of services, reduce cost of providing services, obtain additional resources and/or dedicated staffing, other)</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>
<b>7</b>	<b>EXISTING CLIENTS</b>
	<p><b>List the most significant existing clients the practice group serves/will serve:</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>
<b>8</b>	<b>TARGET CLIENTS</b>
	<p><b>List potential new target client(s) and existing clients from whom the practice group expects to secure significantly more business:</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>
<b>9</b>	<b>COMPETITORS</b>
	<p><b>List who you believe to be the top three (3) primary competitors for the business/clients served/to be served by the practice group:</b></p> <p>1.</p> <p>2.</p> <p>3.</p>
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<b>10</b>	<b>COMPETITIVE ADVANTAGE</b>
	<p><b>Briefly describe (in one or two sentences) what competitive advantage(s) the group has/will have that differentiate it from competitors in this area of practice:</b></p>    
<b>11</b>	<b>INVESTMENT NEEDS</b>
	<p><b>Describe any significant investment needs, such as business development/marketing dollars, technology support, management assistance, etc.:</b></p>    
<b>12</b>	<b>MARKET FACTORS</b>
	<p><b>Describe any relevant external market factors that represent a significant opportunity for the group:</b></p>    
<b>13</b>	<b>GROUP INTERDEPENDENCIES</b>
	<p><b>Describe any interdependencies between this group and other existing practice groups in the firm (i.e. groups with potential to share clients, knowledge, marketing efforts, etc.). Set forth how the group exploits/could exploit these points of intersection:</b></p>    
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**14 GROUP LEADERSHIP**

List the names of the group's leadership cadre, including not only the Practice Group Leader, but two or three other partners who make/will make a significant investment in the development and maintenance of the group.

NAME	ROLE
1.	
2.	
3.	
4.	

**15 GROUP MEMBERS**

List the names of other partners who make/will make a substantial commitment of time and effort to work collaboratively to meet the objectives of the practice group. Note the approximate percentage of time (billable and non-billable) each partner commits/will commit to the group.

NAME	TIME COMMITMENT
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Altman Weil is a thought leader on the critical issues of practice group management, leadership, structure and strategy. We work with law firms to create highly effective practice group structures, policies and systems that enable firms to compete in today's highly competitive marketplace.

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