The Verdict on Project Management for Lawyers

EXECUTIVE SUMMARY | SURVEY INSIGHTS FOR THE MODERN ATTORNEY

November 2023

Dashboard Legal

HOW LAWYERS SPEND THEIR DAY 2023

555
The number of attorneys who responded to our survey in October and November 2023.

2.6
The average attorney **bills only** 2.6 hours of an 8-hour work day.

77%
Email remains the **primary tool** most lawyers use to manage their client work.

92%
Almost all lawyers surveyed said they relied on email to recall information they needed to do their jobs.

26%
The percent of lawyers who use Microsoft Teams for anything other than chat or videoconferencing.

No one is asking attorneys what their most pressing tech needs are (hint: it's not generative AI).

Reduce Risk.

The dependence on outdated and generalized tools for project management leads to inefficiencies and added stress for lawyers. An astonishing **83%** of legal professionals **express anxiety** over crucial details slipping through the cracks in their matters and **62% fear missing critical deadlines**.

The results of our survey showed a conscientious awareness of risk among legal professionals. Beyond fearing critical failures, lawyers who responded expressed concern over client communication (17%), their partners not being aware of their activities (15.6%), and budget overruns (12%). This collective apprehension underscores the urgent need for legal-specific tools that help attorneys track and manage the myriad moving parts of their matters.
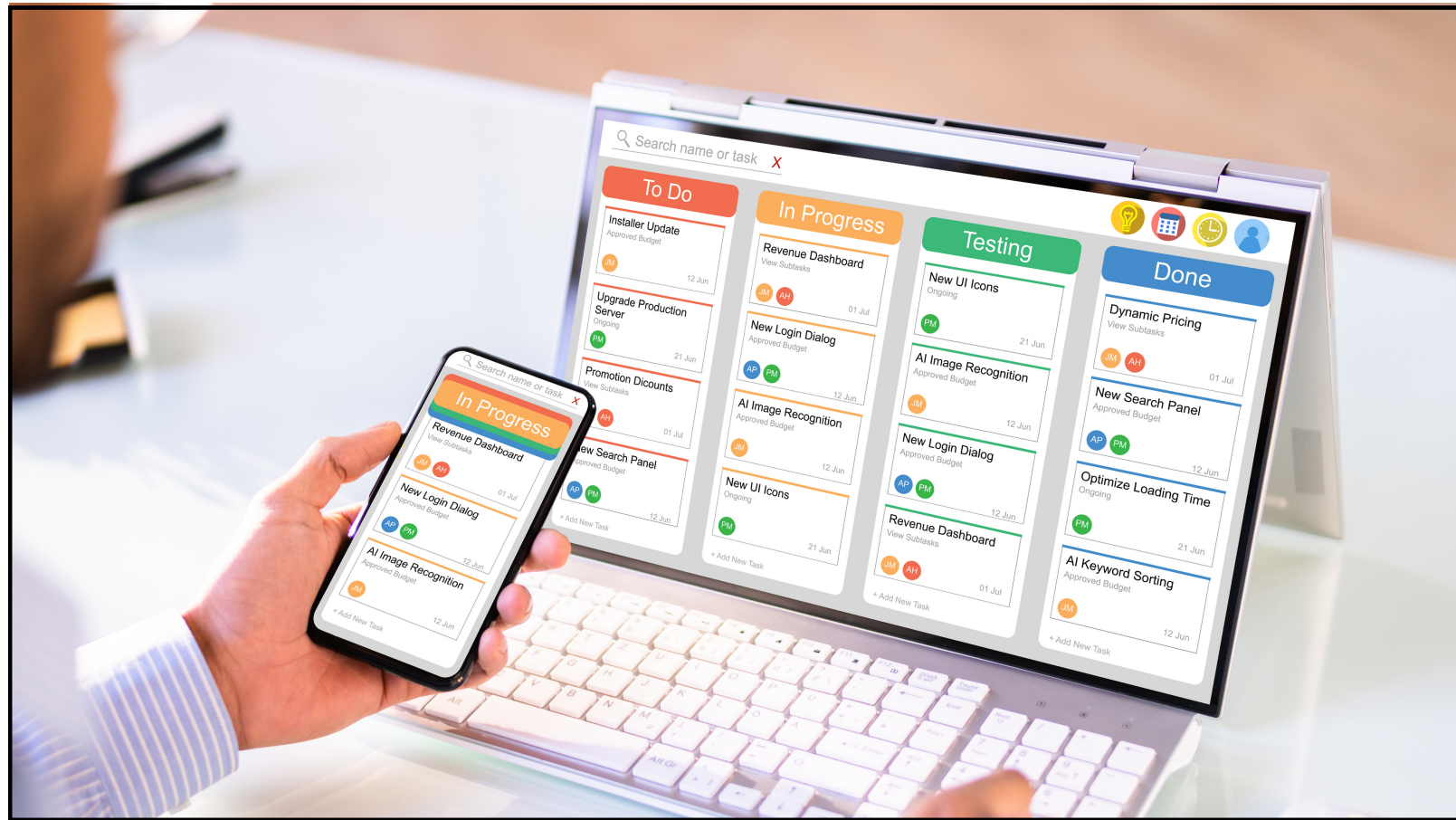
Be More Effective.

Lawyers face significant challenges in their daily work due to reliance on email. Since email is utilized for collaboration, client communication, task organization, and progress tracking, it's hardly surprising that the main frustrations during a lawyer's workday are the very functions email is tasked with: monitoring ongoing matters (43%), handling tasks (39%), scheduling (36%), revising and updating checklists (32%), and seeking updates from colleagues (29%).

Most lawyers (91%) recognize that great technology is critical to client satisfaction.

▶ **What is the biggest annoyance in your workday?**

My inbox	
Tracking the moving pieces of my matters	
Task management	
Scheduling stuff	
Pinging others for updates	
Updating and circulating checklists	
Formatting checklists	
Other	

0% 10% 20% 30% 40% 50%

61%
Most lawyers reported never having used any project management tools on a matter.

But two-third of those who had reported these tools simplified the management of their matters.

Beyond institutional goals, tools must provide immediate personal benefit to lawyers, paving the way for broader team adoption.

Legal Project Management vs. Project Management for Lawyers

Legal Project Management (LPM) emerged in law firms to address client-driven financial and budget challenges, focusing on efficient value delivery. However, LPM doesn't necessarily enhance lawyers' management skills or ease their work, leading to limited interest and adoption among lawyers.

At Dashboard Legal, we instead focus on "Project Management for Lawyers", which differs by emphasizing tools and systems that aid lawyers in coordination, delegation, communication, and client matter management. While still considering efficiency and effectiveness of service delivery, this broader approach aims to simplify the management of legal matters and improve team collaboration and transparency, enabling lawyers to concentrate more on billable legal work.

According to ILTA's 2023 Technology Survey, about a quarter of firms with over 50 lawyers offer their professionals a number of project management solutions, including Microsoft Planner (25%), Microsoft Project (31%), and Smartsheet (24%). But most lawyers (61%) who responded to our survey reported never having used any project management tools on a matter. Of those that had, nearly two-thirds report these tools simplified the management of their casework. Does this mean that lawyers aren't interested in using these tools? A more likely conclusion might be that these tools fail to meet the needs of lawyers who aren't trained in formal project management frameworks. Legal work necessitates tools that foster team collaboration, offer secure multi-party sharing, ensure task transparency, and cater to the unique demands of a document-heavy industry. Solutions like Dashboard Legal, which not only check the above boxes but can also be rolled out within days, are the need of the hour for law firms today.

About Dashboard Legal
Project Management for Lawyers

Dashboard Legal is a sophisticated project management tool tailored for lawyers. It streamlines legal workflows by integrating vital tools like matter boards, real-time checklists, chat channels, collaborative notes, and integrations with platforms such as Outlook, iManage, and NetDocs. This innovative software simplifies task tracking, document management, and team communication, offering lawyers a more dynamic and organized way of working.

Co-founder Mat Rotenberg, drawing from his experiences as an M&A lawyer at prestigious BigLaw firms, recognized the need for a more intuitive and sophisticated system in legal practice.

Dashboard Legal

DESIGNED FOR THE LEGAL PROFESSION'S HIGHEST PERFORMERS

We built Dashboard Legal to make you brilliant at what you do.

Dashboard Legal is Simple. Fast. Intuitive. And comes with advanced features that help you practice at your best.

Matter boards to see everything in one place. Checklists that update in real-time. Chat channels and collaborative notes. Integrations with Outlook and your DMS to bring your most important information into one place. To name but a few.

With Dashboard Legal you'll be more precise. More in control. And enjoy a more dynamic and organized way to work – beyond the Inbox.