

Legal Transformation Strategy Basics

You may be well past the planning stage, but it never hurts to make sure you haven't missed anything important. Complete this table to ensure you catch any head-slappers early.

Key Considerations	YES?	NOTES
Our strategy is clearly linked to overall business objectives	<input type="checkbox"/>	
We have clear objectives and success measures that our team understands and is behind	<input type="checkbox"/>	
We have strong management support for the change	<input type="checkbox"/>	
We've agreed on our requirements and relative weight of each	<input type="checkbox"/>	
We have a communicated and agreed timeline, with workstreams and named owners	<input type="checkbox"/>	
We've identified the business' most-used contracts and quantified the cost and impact of the current approach	<input type="checkbox"/>	
We've ring-fenced team capacity and budget to successfully manage the change	<input type="checkbox"/>	
We understand our stakeholders needs in order to make the best decisions (vs taking a decision by committee approach)	<input type="checkbox"/>	
We've built a business case for change that is founded on business impact (not just legal)	<input type="checkbox"/>	
We've broken down the plan into small chunks so we can make quick progress and fail and learn fast (vs getting paralyzed by all the risk factors of a big project)	<input type="checkbox"/>	
We're not going to adopt law firm or other functional (procurement, sales) tech that does not serve our needs	<input type="checkbox"/>	
We're not going to fall for integration "fool's gold" by including costly and low ROI integrations in Phase 1	<input type="checkbox"/>	
We have a clear adoption plan and KPIs to measure adoption and ensure we're enforcing new processes, policies and technology	<input type="checkbox"/>	
We know what our current Net Promotor Score is and what we're targeting post-change	<input type="checkbox"/>	