



**LAWGROUP
LEXCEL
STEP BY STEP
PROGRAMME**

Section 1	Structure and Policies
Section 2	Strategy
Section 3	Financial Management
Section 4	Facilities and IT
Section 5	People Management
Section 6	Supervision & Risk Management
Section 7	Client Care
Section 8	File and Case management

LawGroup UK Support

**Programme for Implementation
Provision of Core Document Set
Help Line
Document Review
Bedding in Tips
Mini Audit from a Lexcel Assessor**



LAWGROUP LEXCEL STEP BY STEP PROGRAMME

PART 1 CONTENTS

1. Must Do List of actions to manage the process.
2. Suggested Departmental Meeting Agenda items.
3. Suggested Partners Meeting Agenda items.
4. Action List to comply with Section 1 of Lexcel.
5. Action List to comply with Section 2 of Lexcel.
6. Sample Business Plans for a notional firm.
7. Sample Office Procedures Manual
 - Full contents list
 - Detailed sample content
 - Section 1
 - Section 2



LAWGROUP LEXCEL STEP BY STEP PROGRAMME

PART 2 CONTENTS

- 1 Action List to comply with Section 3 of Lexcel
- 2 Action List to comply with Section 4 of Lexcel
- 3 Sample Office Procedures Manual
 - Full contents list
 - Detailed sample content
 - Section 1
 - Section 2