



## Creating an agile framework for **LEGAL RFP TEAMS**

As corporations seek to cut costs and increase efficiency, their legal departments are following suit. Innovation is replacing tradition, and incumbents are no longer the only option when in-house counsel need specialized expertise. As a result, the issuance of RFPs is on the rise, and so is the need for to balance the use of their resources between winning new business and serving existing clients.

Law firms that want to answer more RFPs have two choices:  
**streamline processes and master technology solutions.**

### SCRUM

The most popular agile framework because it's simple and flexible.



### ROLES

- Product owner**  
The person who best understands. In a law firm, this person may be a partner, business development specialist, or marketer.
- Scrum master**  
A project manager with a twist. In a law firm, this may be a marketer or administrator with people skills and organizational abilities.
- Development team**  
A team that represents all the competencies relevant to the RFP. In a law firm this might include the attorneys most familiar with the work, a marketer who understands the firm's, and an administrator.

### EVENTS

Events are organized around sprints: defined periods of time in

#### Sprint planning

Sprint planning answers 3 questions: What deliverables will result from the sprint, how they will be achieved, and what is the goal of the sprint?

#### Daily scrum

A short stand-up meeting where everyone shares what they did yesterday, what they will do today, and whether any problems have emerged.

#### Sprint review

During a review, the product owner explains what has been achieved and what remains to be completed by specific dates.

#### Sprint retrospective

The team comes together to examine what went well in terms of people, relationships, processes, and tools. Areas for improvement are identified.



## READ THE FULL GUIDE

Download our detailed guide to getting started with an agile approach to RFPs.

**DOWNLOAD NOW**

For more information and to schedule a demo please visit: [www.qorusdocs.com](http://www.qorusdocs.com)

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