

PARTNER BUSINESS PLAN 2016

Name: _____

Department/ Practice: _____

I. EXECUTIVE SUMMARY (complete this section LAST)

A. Please briefly describe your current practice and how you would like it to develop or change in the next few years.

B. What are your top three business development goals for the coming year?

1.

2.

3.

C. Please summarize how you will invest your non-billable time in the coming year.

II. BUSINESS DEVELOPMENT PRIORITIES FOR 2016

A. Current Sources of Work

How will you help to develop business from key clients, or develop opportunities from major one-off matters in which you continue to be involved? Please address each client or matter in order of its significance to your practice and the firm (e.g., billings, matters, relationships, exposure, profile, opportunity).

Client/ matter:

Significance:

My key contacts:

Our team:

Opportunity/ challenge:

Goals:

Client/ matter:

Significance:

My key contacts:

Our team:

Opportunity/ challenge:

Goals:

Client/ matter:

Significance:

My key contacts:

Our team:

Opportunity/ challenge:

Goals:

(ADD ADDITIONAL CLIENTS/MATTERS AS NEEDED)

B. New Sources of Work

What potential new sources of work will you pursue in the coming year and what's your strategy (or your group's strategy)? Please address each potential new source of work in order of priority.

Potential source:

Opportunity:

Collaborators:

Strategy:

Potential source:

Opportunity:

Collaborators:

Strategy:

Potential source:

Opportunity:

Collaborators:

Strategy:

(ADD ADDITIONAL CLIENTS/MATTERS AS NEEDED)

III. INVESTMENT OF NON-BILLABLE TIME

Please describe how you plan to contribute to, or invest in, each the following areas, as applicable. Briefly summarize your contributions last year and how you will invest and allocate your time in the coming year. Please be specific.

A. Pro Bono

B. Business Development

C. Talent Development (mentoring, diversity and inclusion initiatives, leading CLE)

D. Firm Management (recruiting, committees)

E. Professional Development (expertise and skills)