



## LitWorks™ Certified Litigation Support Project Manager Training

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This 3-Day course focuses on sharpening litigation support project management skills. Attendees will receive practical resources & tools such as checklists, job aides and templates they can immediately apply to their daily work as a litigation support project manager. This course is designed with the experienced litigation support professional in mind as participants learn how to navigate the rough waters of today's high-risk and fast paced litigation environment. *Who should attend? Anyone with three - five years of litigation technology support experience.*

### 2011 Class Schedule:

- March 21 – 23 (Atlanta)
- July 12 – 14 (Chicago)
- September 26 – 28 (Washington D.C.)
- October 5 – 7 (Atlanta)
- November 30 – December 2 (Seattle)

**\$1900**  
*Per Attendee*

Attendees will learn Litigation & E-Discovery Project Management through workshops and in small group activities

### Workshops & Concepts Covered include:

- Cost Containment Strategies
- Litigation Case Management Overview
- Applying Project Management Methodologies to Litigation & Electronic Discovery
- Managing Internal & External Resources
- Building your project management toolkit
- Current Trends in Litigation Project Management
- Large Case Management
- Defining Your Project Team (Roles & Responsibilities)
- Project Scoping & Workflow Definition
- Managing the Technology to Manage Your Projects
- Application of Project Management Methodologies to Litigation & Electronic Discovery
- Database Design & Load File Management
- Problem Solving & Communication Skills Exercises

*Class is in session each day from 9:00am until 4:30pm.  
There are two 15 minute breaks each day plus a 75 minute lunch period*

### To Register for This Course:

Contact Danielle Marbury, National Training and Development Manager, LitWorks™ A DTI Company

# 770.390.2700 or [dmarbury@dtiglobal.com](mailto:dmarbury@dtiglobal.com)