

2024

IILPM GLOBAL AWARDS



APPLICATION PROCESS AND SUBMISSION FORM
INTERNATIONAL INSTITUTE OF LEGAL PROJECT MANAGEMENT



2024 IILPM Awards Submission



1. THE ANNUAL IILPM GLOBAL AWARDS

The annual **IILPM Global Awards** recognise exceptional achievements in Legal Project Management (LPM) and Legal Process Improvement (LPI). They celebrate the great work being done around the globe in the fields of Legal Project Management and Legal Process Improvement.

In past years, projects demonstrating excellence in law firms, Alternative Legal Service Providers (ALSP) and in-house legal departments were rewarded for the value they bring to the transformation of legal practice by applying LPM and LPI approaches and practices. The number and high quality of submissions from Europe, the Middle East, India and the United States of America made judging difficult. Improvements to legal service delivery are happening worldwide and at a significant pace, so we have expanded the IILPM Global Awards] to include awards for courts and justice organisations, as well as legal technology vendors.

2. THE 2024 AWARD CATEGORIES

In 2024, the IILPM will be presenting up to eight awards in the categories of:

1. LPM/LPI Project of the Year (Large **Law Firm**: having 200 or more team members);
2. LPM/LPI Project of the Year (Small to Mid-Sized **Law Firm**: having fewer than 200 team members);
3. LPM/LPI Project of the Year (Large **ALSP**: having 200 or more team members);
4. LPM/LPI Project of the Year (Small to Mid-Sized **ALSP** having fewer than 200 team members);
5. LPM/LPI Project of the Year (Large **In-House Legal Department**: having 50 or more team members);
6. LPM/LPI Project of the Year (Small to Mid-Sized **In-House Legal Department**: having fewer than 50 team members);
7. LPM/LPI Project of the Year (**Court or Justice Organisation**); and
8. LPM/LPI Legal Technology **Innovation** of the Year.

The IILPM reserves the right to issue Special Recognition awards for other high achievements.

3. SUBMISSION AND SELECTION PROCESS FOR THE 2024 AWARDS

The period of submission starts on **June 15th** and stays open until **October 7th**, 2024. Submissions must be made by the entity that has benefited from the project. For example, if you are a consultant running a project in a firm or legal department, your client should apply.

Interested applicants must complete the attached submission form and provide all the requested information for each section of the form.

There is no application fee.

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An entity may submit more than one submission.

The application form must be emailed to awards@iilpm.com no later than **October 7**, 5 p.m. CET.

Late applications will not be accepted. Short-listed applicants may also be required to attend an online interview.

If selected, winners will be asked to submit a short video explaining their project or innovation at least one week prior to the Award Ceremony that will be conducted on the **November 19**, 2024.

Winners will receive a physical trophy, award certificate, and digital badge they can display in their marketing.

4. CATEGORY DEFINITIONS

(1) LPM/LPI Project of the Year (Large Law Firm)

(2) LPM/LPI Project of the Year (Small to Mid-Sized Law Firm)

The goal of these award categories is to recognise and reward the best LPM and/or LPI initiative in law firms, whether they are large (200 team members or more) or small to mid-sized (fewer than 200 team members). An initiative is any project developed by a legal team or an individual professional applying Legal Project Management and/or Legal Process Improvement approaches, methodologies or practices.

The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation's legal services or legal operations, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

Here are a few examples of the kinds of initiatives that would be considered eligible:

- Improved management of legal matters (i.e. litigations cases, transactional matters, compliance and regulatory projects, intellectual property projects, corporate and governance, employment and labour law, family law, pro-bono projects, real estate, bankruptcy and insolvency, technology and cybersecurity, blockchain, etc.);
- Legal Process Design or Reengineering that leads to better systems, better use of technology, and/or more efficient and effective processes; and/or
- Design, development, and/or implementation of Legal Technology-based solutions for improving efficiency, quality, and sustainability in legal services.

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(3) LPM/LPI Project of the Year (Large Alternative Legal Service Provider)

(4) LPM/LPI Project of the Year (Small to Mid-Sized Alternative Legal Service Provider)

The goal of these award categories is to recognise and reward the best LPM and/or LPI initiative in an ALSP, whether it is large (200 team members or more) or small to mid-sized (fewer than 200 team members). An initiative is any project developed by a team or an individual applying Legal Project Management and/or Legal Process Improvement approaches, methodologies or practices.

The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation's services or operations, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

Please submit ONLY initiatives within the ALSP entity. If the initiative was developed for a client and implemented in the client's organization, then the client should submit an application in the relevant category (law firm or in-house)

Here are a few examples of the kinds of initiatives that would be considered eligible:

- Improved management of consultancy assignments (i.e. litigation support, legal support assignments, compliance and regulatory projects, intellectual property projects, corporate and governance, bankruptcy and insolvency, technology and cybersecurity, blockchain, etc.);
- Legal Process Design or Reengineering that leads to better systems, use of technology and/or more efficient and effective processes; and/or
- Design, development and/or implementation of technology-based solutions for improving efficiency, quality, and sustainability in service delivery.

(5) LPM/LPI Project of the Year (Large In-House Legal Department: 50 or more team members)

(6) LPM/LPI Project of the Year (Small to Mid-Sized In-House Legal Department: fewer than 50 team members)

The goal of these award categories is to recognise and reward the best LPM and/or LPI initiative in an in-house team, whether it is large (50 or more team members) or small (fewer than 50 team members). An initiative is any project developed by a legal team or an individual professional applying Legal Project Management and/or Legal Process Improvement approaches, methodologies or practices.

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The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation's legal services or operations, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

Here are a few examples of the kinds of initiatives that would be considered eligible:

- Improved management of legal matters (i.e. litigations cases, transactional matters, compliance and regulatory projects, intellectual property projects, corporate and governance, employment and labour law, family law, pro-bono projects, real estate, bankruptcy and insolvency, technology and cybersecurity, blockchain, etc.);
- Legal Process Design or Reengineering that leads to better systems, use of technology and/or more efficient and effective processes; and/or
- Design, development and/or implementation of Legal Technology-based solutions for improving efficiency, quality and sustainability in legal services.

(7) LPM/LPI Project of the Year (Court or Justice Organisation)

This is the first year the IILPM has included the category “Court and Justice Organisations” in the Awards. The goal is to recognise and reward the best LPM and/or LPI initiative). An initiative is any project developed by a team or an individual professional applying Legal Project Management and/or Legal Process Improvement approaches, methodologies or practices.

The submission should focus on the use of methods that achieved more efficiency, quality, productivity and/or sustainability in the organisation's legal services, ideally achieving higher client satisfaction. Clients may be either internal or external stakeholders.

Here are a few examples of the kinds of initiatives that would be considered eligible:

- Better management of court processing and proceedings (i.e. increased flow of cases through the system, supportive court processes, evidence management, etc.);
- Online dispute resolution platforms for resolving disputes, making justice more accessible and reducing court backlogs;
- Courtroom technology upgrades, like the installation of advanced audio-visual equipment for virtual hearings and remote witness testimonies;
- Digitization of physical court records and implementation of electronic document management systems to enhance accessibility, reduce storage costs, and improve document security;

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- Deployment of kiosks in courthouses for self-represented litigants to access legal information and forms;
- Automation of administrative workflows, such as scheduling and notifications, to increase efficiency and reduce human error;
- Data analytics for decision-making to identify trends, allocate resources better, and improve decision-making processes;
- Integrated case management systems (i.e. development and deployment of integrated case management systems that connect various departments within the justice system), allowing for seamless information sharing and coordination across different judicial entities;
- Remote court hearings (i.e. implementation of infrastructure and protocols for conducting virtual court hearings), enabling parties to participate remotely and ensuring the continuity of judicial processes during emergencies or for individuals in remote locations; and/or
- Public access portals (i.e. creation of online portals for the public to access court services), such as case status updates, court schedules, and filing documents, enhancing transparency and convenience for citizens.

(8) LPM/LPI Legal Technology Innovation of the Year (only for Vendors)

This is the first year the IILPM has included the category “LPM/LPI Legal Technology Innovation” in the Awards to provide an avenue solely for vendors to be recognised for their product innovations. The goal of this category is to recognise and reward vendors who develop technology innovations that offer improved functions, features and/or approaches that support LPM/LPI endeavours.

This category is restricted to publicly available, market-based legal technology solutions. Any software or customisation developed internally by law firms, ALSPs, courts, or legal departments should be submitted in other categories.

Legal technology innovations include all tech-based products designed to streamline legal project and process management, helping legal teams improve their workflows, reduce administrative burdens, and deliver legal services more effectively, efficiently and/or sustainably. Here are a few examples of innovations that would be considered eligible:

- A collaborative platform that combines project management, document management, and/or client collaboration tools;
- legal matter management software designed for in-house legal teams that helps track legal matters, manage workloads, and generate reports to improve the efficiency of legal operations;

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- Matter management, e-billing, and analytics solutions for corporate legal departments and law firms that provide visibility into legal spending and improve the management of legal matters;
- Work product management platforms that combines document and email management with advanced security and AI capabilities;
- AI-powered document review and analysis applications that help legal teams quickly identify and extract relevant information from contracts and other documents;
- AI-powered decision making platforms and those that help collect and collate legal information;
- Legal practice management software that offers automatic time tracking, document automation, and case management features; and/or
- Project management tools that can be used by legal teams to manage tasks, deadlines, and projects across the matter life cycle.

5. ELEGIBILITY

The initiatives must have begun and/or completed between July 2023 and October 6, 2024

Law firms, ALSPS, In-house Legal Departments, court and justice organisations, and legal technology vendors are eligible to apply for the 2024 IILPM Awards.

A consultancy or vendor may only submit an application for an LPM and/or LPI initiative that relates to its own processes. If the consultancy or vendor has developed and implemented an LPM and/or LPI initiative for a client, that client should apply for the award.

Both the headquarters and local branches of the same organization are eligible to apply for the IILPM Awards 2024, however each applicant may only submit one project per category.

6. SPECIAL RECOGNITION AWARDS

The IILPM retains the right to issue 'special recognition' award that do not require an application. These special recognition awards will be reviewed and approved by the Assessment Panel based on a recommendation by the IILPM Global Advisory Council.

7. ASSESSMENT PANEL

The applications will be evaluated by an international Assessment Panel of experts in Legal Project Management (LPM) and Legal Process Improvement (LPI) who are members of the IILPM Community. The Assessment Panel's decision is final.

IILPM GLOBAL AWARDS 2024 APPLICATION FORM

1. AWARD CATEGORY

Please select the single category of your application (mouse click on the applicable category box):

LAW FIRM:

LPM/LPI Project of the Year (Large Law Firm: 200 or more team members)

LPM/LPI Project of the Year (Small to Mid-Sized Law Firm: fewer than 200 team members)

ALTERNATIVE LEGAL SERVICE PROVIDER:

LPM/LPI Project of the Year (Large ALSP: 200 or more team members)

LPM/LPI Project of the Year (Small to Mid-Sized ALSP: fewer than 200 team members)

IN-HOUSE LEGAL DEPARTMENT:

LPM/LPI Project of the Year (Large In-House Legal Department: 50 or more team members)

LPM/LPI Project of the Year (Small to Mid-Sized In-House Legal Department: fewer than 50 team members)

COURT OR JUSTICE ORGANISATION:

LPM/LPI Project of the year (Court or Justice Organisation)

LEGAL TECHNOLOGY VENDOR:

LPM/LPI Legal Technology Innovation of the Year (only for Vendors)

2. APPLICANT DETAILS

2.1 Please provide the legal name (and any relevant trading name) of your organisation.

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2.2 Please provide the address of your organisation (this is also where the Award will be sent).

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2.3 Please provide the details of the key contact person.

Name:	
Position:	
Email:	
Phone:	


2.4 Please describe your organisation and the key services it provides (*maximum 200 words*).

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What were the key challenges and how were they resolved?

@ info@iilpm.com  www.iilpm.com

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What were the outcomes?

A large, empty rectangular box with a thin black border, intended for the user to provide their answer to the question 'What were the outcomes?'.

@ info@iilpm.com  www.iilpm.com

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How did you measure your success?

@ info@iilpm.com  www.iilpm.com

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3.2 ONLY FOR VENDORS – Please provide a link to a video showing the product. The videos must showcase the features, functions and/or innovations of the product. Videos may not be longer than 5 minutes.

4. SHORT DESCRIPTION FOR COMMUNICATION ON SOCIAL NETWORKS AND THE IILPM WEBPAGE

Please provide a short description of your project’s approaches, methodologies, practices or your product’s innovation. This description may be used for the IILPM webpage and communications (social networks, newspaper or review, etc.) if your entity becomes a finalist or award winner (maximum of 200 words).

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5. TERMS AND CONDITIONS

The signatory, on behalf of the applicant organisation, confirms:

1. the submitting organisation agrees to the Terms and Conditions of this application;
2. the information provided in this submission is complete and accurate;
3. the information provided does not exceed the maximum word count and responds to all questions required by the form;
4. the information provided may be used to promote the short-listed candidates (finalists) and winners, with specific client information not disclosed;
5. the award-winning organisations give permission to IILPM to use their logo (in accordance with the organisation's style guide) to promote the award and the IILPM Global Awards initiative;
6. the submitting organisation acknowledges that the Assessment Panel's decision is final;
7. the submitting organisation acknowledges the IILPM's right to issue or withhold any of the awards or any special recognition awards.
8. the submitting organisation indemnifies and holds harmless the IILPM, any of its partners, and the Assessment Panel members against any claims associated with this application or the awards; and
9. the IILPM reserves the right to validate the information through confirmation with the organisation or any client mentioned in the application.

Contact Person's Signature:

Submission Date:

6. FOR MORE INFORMATION

Please visit <https://www.iilpm.com/awards/> for award application information.

Specific questions can be addressed to awards@iilpm.com.

7. SUBMISSION INSTRUCTIONS

Please email your completed application to awards@iilpm.com.