

**CHECKLIST**

# **Projects**

# Project Checklist

## **Final Work Product**

What will the assigning attorney do with this information? For example: Is this for an email update to the client? Or will this attorney incorporate your work into a brief to file before the court? The difference matters—because your writing style and what you should include may change depending on the final work product.

## **Time Investment**

How much time should you spend on this project? Sometimes assigning attorneys want you to spend 40 hours on your project and dive down every rabbit hole; other times they just need you to spend two hours turning up the most important authority. So make sure you know how much time they want you to invest.

## **Work Product Length**

How much information should you include in your final work product? This can be a critical question. If you write a 50-page treatise, but the assigning attorney only wanted a two-page summary—you may be in trouble.

## **Deadlines**

When is the deadline for your project? This is important to know because research can take a long time. And you will need to be sure you plan your research and writing time to account for any deadlines. If you start your project and later realize you need more time, try to ask as soon as possible.

## **Starting Resources**

Are there any resources the assigning attorney can give you to get started? Maybe someone else has already done some research on this topic. If so, that could save you precious time. So don't hesitate to ask.

## **Background Information**

Make sure you write down any key background information about the case. This might include:

- Who are the parties?
- What do you already know about the law?
- What relief is being asked for?
- What jurisdiction's law will be primary authority for this issue?
- Are there any other jurisdictions that may be particularly persuasive?