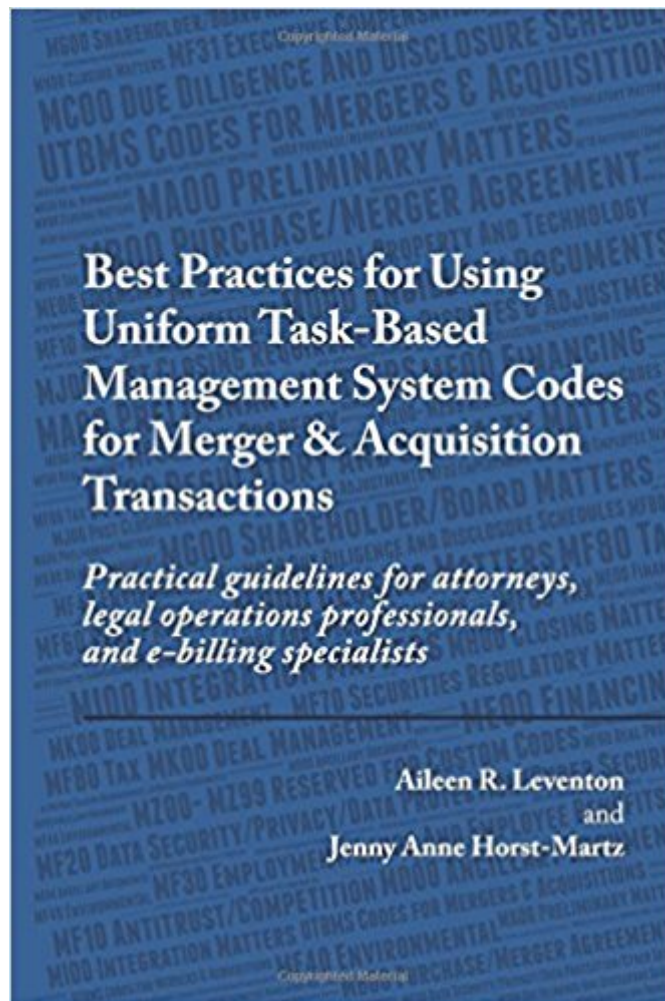


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# Best Practices For Using Uniform Task-Based Management System Codes For Merger & Acquisition Transactions: Practical Guidelines For Attorneys, Legal Operations Professionals, And E-billing Specialists





## Synopsis

Based on codes developed by the ABA Task Force on Legal Project Management in M&A Transactions, this book provides a vocabulary about the standard phases of all types of deals and shows how to capture that information in communications, timekeeping and defining the scope of work-- fundamental legal project management concepts. Sections on timekeeping and communication are relevant to all types of legal work.

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Aileen Leventon and Jenny Anne Horst-Martz are seasoned legal project managers. Both have practiced law and are experts in improving the efficiency of legal work. Aileen was the COO of a practice group at Pricewaterhousecoopers for many years and now consults to law firms and law departments on improving the economics and results of legal work. Jenny Anne has been a project manager and budgeting specialist at some of the leading law firms in the world.

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