# Tip of the Week: Creating Matter Plans

While construction and engineering firms have been using project management processes for decades, the idea of planning the work for matter using project management principles is a relatively new concept for lawyers.

Today's Tip of the Week looks at how you can leverage TimeSolv's project management tools to clearly lay out the tasks that need to be completed for the matter.

When viewing a matter in TimeSolv, you'll see a tab labeled Matter Plan. This is where you can lay out your plan of action for the matter.
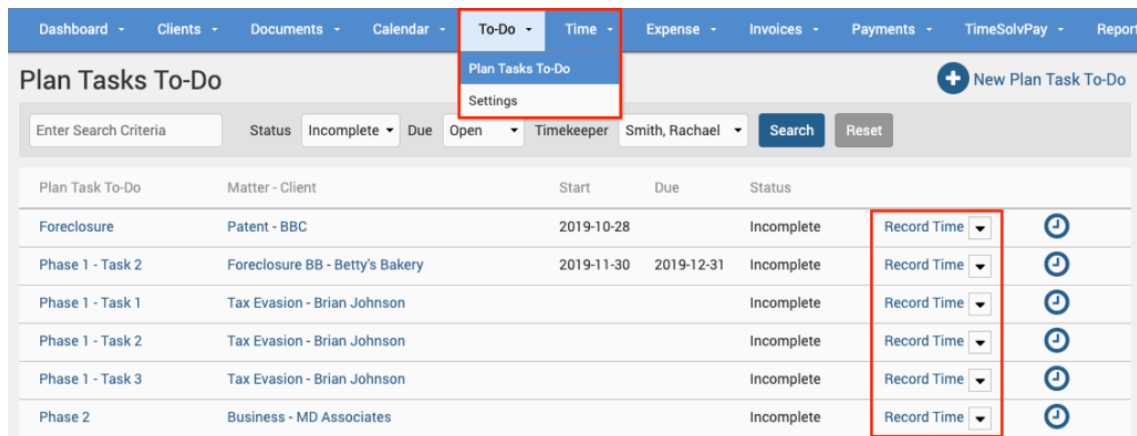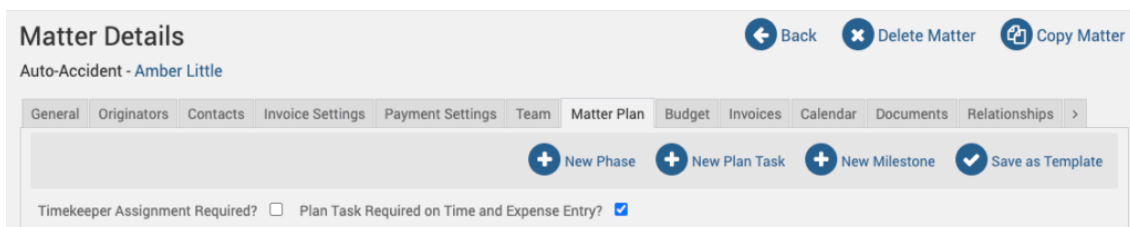

You first want to determine if you want to require your professionals to be assigned to these tasks and if these tasks are required on time and expense entries.

After that, you'll see in the right corner where you can create phases, plan tasks and milestones for your work. This allows you to break the work down to bite-sized chunks and organize into obvious phases of the work. You can also save a plan as a template to reuse later when doing similar work for a different client.

Once tasks are created, you can choose to budget how much time, fees or expenses each task requires and assign to your professionals.

Plan Task Timers

To-Do > Plan Tasks To-Do will list out the matter plan tasks from where the user can capture time either by clicking on **Record Time** and manually specifying the hours or by running a timer.

The timer for a task can be started and stopped multiple times and the elapsed time for these runs is automatically populated in the Hours field when the user clicks on Record Time.

Plan Task Timers can also be set up so that Admins can limit the number of hours that a Timer can run. To learn more about enforcing the Timer limit, see the next section on 'Limiting Timer Runs'.

TimeSolv allows a much more organized way to manage the work on a matter long before the work begins. Start leveraging these tools and you'll find yourself becoming more efficient.

If you'd like more help with understanding our project management tools, please call us at 1.800.715.1284, email us at support@timesolv.com or Contact support.

Contact support