

# ALA Law Firm Management Essentials

## Operations Management

Check off whether your firm manages each of the following internally, has outsourced the work, or is not responsible. Note if you want to reconsider your management plan.

### Facilities Management Elements

Office Service	Internal?	Outsourced?	N/A	Notes
Maintenance				
Reception				
Copy Center				
Mail/Fax/Scanning				
Hospitality				
Conference Rooms/Center				
Back Office				
Litigation Support				
E-discovery				
Records Management				
Technology				
Word Processing/ Secretarial Support				