

Contingency Planning Checklist

The Contingency Planning component is the Lean Law equivalent of a backup or redundancy plan. Its purpose is to ensure that nothing has been missed and to provide space for lawyers to look ahead and to plan for future scenarios. This is not a time for detailed analysis or a structured [Progress Review](#). It's a distinct time for vision and creativity.

Checklist:

STOP

- Make some time.
- Gather the team to look at the entire project with a fresh and unbiased view.

LOOK BACK

- Look at the important issues from a list of key issues or an '[Efficiency Tip Sheet](#)'.
- Review the Project Plan and confirm that all of the important issues are on there, and that those which should have been done are complete.

LOOK FROM ABOVE

- Consider whether the list of key issues is still correct, make deletions and additions, ensuring that the project plan is updated in the same way.
- Consider if there are dangers, opportunities or connections which you hadn't previously appreciated.
- Re-examine all the key issues which you are treating as "known" or proved, to verify this is reliable.

LOOK FORWARD

- Try to imagine what could happen.
- Consider what you would do in these "What if" scenarios.

CAPTURE

- Record findings and follow ups, and adjust the Project Plan accordingly.

Lean Routine:

1. Have you considered how frequently to convene Just in Case meetings and who should be included? Will it be followed by a [Progress Review](#) event?
2. Has the meeting been scheduled in advance so people have some time to gather their thoughts? Have participants been encouraged to bring imagination and vision?

3. Do you have a list of issues to prompt discussion? Consider using a whiteboard to capture all comments so that the team can see and reflect on the possibilities.
4. As you look back at past work, consider any deviations in the project forcing the team to avoid or mitigate an unexpected event. Is the correction course selected still the right approach? Has the problem been solved?
5. Have you encouraged team members to look back with a fresh and unbiased view?
6. When you examine the project plan and each important issue, is there anything that has been overlooked? Imagine the consequences of your current strategy. Are there possibilities, nuances or risks that haven't been addressed?
7. As you step back to gain perspective, are you prepared to test your assumptions? Can the team revisit and test all known issues? Are the "known facts" in your project truly reliable?
8. As you look into the future, open your mind to consider the known risks and imagine unknown risks. What are the hidden risks? Have you ignored anything meaningful that could go wrong?
9. If you've engaged in prior risk assessment, does the Just in Case discussion change any existing plans? Are there new developments that require fresh contingency planning? Have you documented the required follow-up and action items?
10. Have meeting notes been summarized in a [Lean Communication](#) to the team?