# Activity List Introduction and Approach

This document explains the approach to completing the activity list. Defining activities is the process used to identify specific actions to be performed to produce the deliverables of the project. The Activity List is a document which itemizes all scheduled activities for a particular project and provides a detailed description of the work to be performed for each activity. Depending on the complexity of the project these lists may be very long. Great care should be taken to provide as much detail as possible in describing the scope of work for each activity so the project team members involved can gain a thorough understanding of the activity.

The steps involved in identifying project activities include the following:

1. Insert Activity Name, Description of Activity and add WBS ID number in appropriate columns.
2. Insert Sequence number in the Sequence column. This is the order in which activities should be performed and will be assigned once all activities have been identified.
3. Insert name of individual(s) in the Resource column assigned to complete the activity.
4. Insert the estimate of effort in the Work Estimate column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title:** |  |  | **Date Prepared:** |  |

| **Sequence** | **WBS ID** | **Activity** | **Description of Work** | **Resources** | **Work Estimate (Hours, Days or Weeks)** |
| --- | --- | --- | --- | --- | --- |
| *2* | *1* | *1* | *1* | *3* | *4* |
|  |  |  |  |  |  |