

Coordination Planning & Scheduling

1 Identifying the project **activities** → analytical approach

① What is an **activity**?

▶ ≠ deliverable!

← a.k.a. **work unit**

To avoid confusion, clever professional practices (e.g. MIL-HDBK-245B + appendix A) and several textbooks suggest to label activities as follow:



action verb (infinitive tense) + **noun**

An **activity**:



consumes **time**



consumes **resources**



has **start** and **end** dates



creates (a) **deliverable(s)**



is **measurable**

← and only one!



is **assignable** to one project participant

Some examples:

Manage the project

Prepare PM documents

Perform detail design of wing surface

Supply rope & straps

CFT for moulded ABS parts