

PROJECT MANAGEMENT DOCS

Free Project Management Templates

ACTIVITY LIST TEMPLATE

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ACTIVITY LIST

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

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 must 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 Activity List should include an activity identification number which is referenced in other project documents like the activity attributes and activity cost estimates. The Activity List should also include the activity name, detailed description of the work to be performed, and may include the project team member(s) who are responsible for the work. The Activity List should also be reviewed by the project team to ensure activity descriptions are clear, thorough, and understood by everyone.

Standard Activity List Template:

Activity List			
Project:			Date:
Activity ID No.	Activity Name	Description of Work	Responsibility
Each activity should have a reference number which goes here.	Each activity should have a name which is placed in this column.	Description of work for the activity should be placed in this column. Work should be described in enough detail so those responsible understand what is required to complete the activity.	Names of those responsible for the work goes in this column. There may be one team member or several. There may also be a primary and an alternate.

Example with Sample Data:

Activity List			
Project: Billing Group Relocation			Date: 03/01/20xx
Activity ID No.	Activity Name	Description of Work	Responsibility
1001	Complete work area parking	This activity consists of packing all billing group employee work areas into clearly labeled boxes with employee names written on the outside. This activity also includes disconnecting all workstations, telephone and electrical items.	J. Doe has primary responsibility and P. Brown is the alternate

1002	Complete preparation of new work area	This activity consists of ensuring electrical, telephone and network services are turned on for employees in the new work area. This activity also includes labeling and configuring cubicles per the workspace layout and ensuring all work areas are complete and serviceable. The workspace should also be safe and free of trash and clutter.	F. White is responsible for this activity
1003	Transport employee equipment	This activity consists of loading packed boxes into the company vehicle, transporting them to the new workspace and unloading the boxes into the labeled cubicles in the new location. Employees will unpack their respective boxes.	B. Black is responsible for this activity
1004	Complete discarding/recycling boxes and moving materials	This activity includes turning in all unused packing and shipping materials as well as breaking down and recycling all boxes. This also includes discarding used packing material in the appropriate bins.	B. Black has primary responsibility and P. Brown is the alternate
1005	Complete new workspace connections	This activity includes connecting all telephone services, network services and any other electrical items for employees in their new workspace.	F. White is responsible for this activity

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