THE NEED OF ACTIVITY PLANNING

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Abstract- **Planning of activity is a task which is performed and viewed from the perspective of the workloads. Planning is ha part of a project activity which is most familiar for the old as well as the new project managers. Several self-developed activity planning tools are in the market to help and create the time-table for the managers to keep the track of the activities, resources, duration of the activity and the correct sequence for the activity. Although the schedule is a very important part of any activity or project planning. A WBS is created to reduce the task repetition and it helps the project manager as well as the workers to ensure all the work performed while the activity is being done is in the scope of project. After all, the WBS is a must require input to an activity planning.**

Index Terms- **Activity Planning, Work Breakdown Structure, Scope of activity, Execution.**

I. INTRODUCTION

The need of activity planning and scheduling is the very first process of a system programming management. Project time management is must required for a project to complete. Now, while developing the project and the planned activity in the schedule is the second step to be performed after planning an activity. This paper reviews the planning and the scheduling process groups. It also shows the integral actions to be taken as a project manager to plan and schedule any activity which comes under their control. The project has to be planned to an appropriate level of detail. Where every person involved in an activity must know their roles and goals to be achieved. A failure will reduce the project's scope. To accomplish the goal planning is necessary. Some of the extra processes are required for the successful achievement of any activity such as proper communication, identifying the roles and responsibilities, resource management, cost management, determining what is necessary for the activity and a regular group meeting which will co-ordinate the members. However any activity must have the following features:

o Risk planning
o Developing the schedule.
o Developing the total cost
o Identifying the scope of the activity to be performed.
o Creating WBS.
o Getting the knowledge of the resources to be used.
o Approval to start the activity.

- **To plan and schedule project activities and tasks the project manager needs to take the next four steps:**

  - Set up activities.
  - Define relationships between activities.
  - Estimate resources required for performing activities.
  - Estimate durations for activities.

1- Set up activities: Setting up any activity is the toughest part of planning any activity which includes the thinking of the manager. It requires the thinking that what activity should be put up in use. The project manager should also work on developing project activity templates that help simplify the process of project scheduling and planning. The first step of project activities planning and scheduling requires the project manager to define what amount of actions and tasks are necessary for producing project deliverables in a timely manner.

2- Define relationships between activities: Relationship between activities is necessary because it defines the activity and the planning. There is also a need to define dependencies between the activities. Dependencies can be internal and external. Activities

with internal dependencies refer to any actions that the project team will take to produce the deliverables within the existing working environment. Activities with external dependencies refer to non-project factors that define success of project-related activities.

3- Estimate resources required for performing activities: The estimation of the resources and cost for the activity is must before starting any activity, without knowing the fact that what amount of resources and cost the manager has the activity will land nowhere. The constraint of time needs to be considered when estimating activity resources. The project manager needs to review stakeholder requirements and the product scope statement to estimate an amount of resources required for performing project activities and tasks.

4- Estimate durations for activities: It is the final step of planning any activity which completes the process and let the manager know that all the steps has been followed. The project manager should review the resource decomposition and project activities templates to estimate the number of work periods required for completing the identified activities and producing the deliverables. The output of this process is activity estimates that are linked to resource calendars. This information will be used later in developing the implementation schedule.

II.   HOW THE PLANNED ACTIVITY/PROCESS EXECUTES:
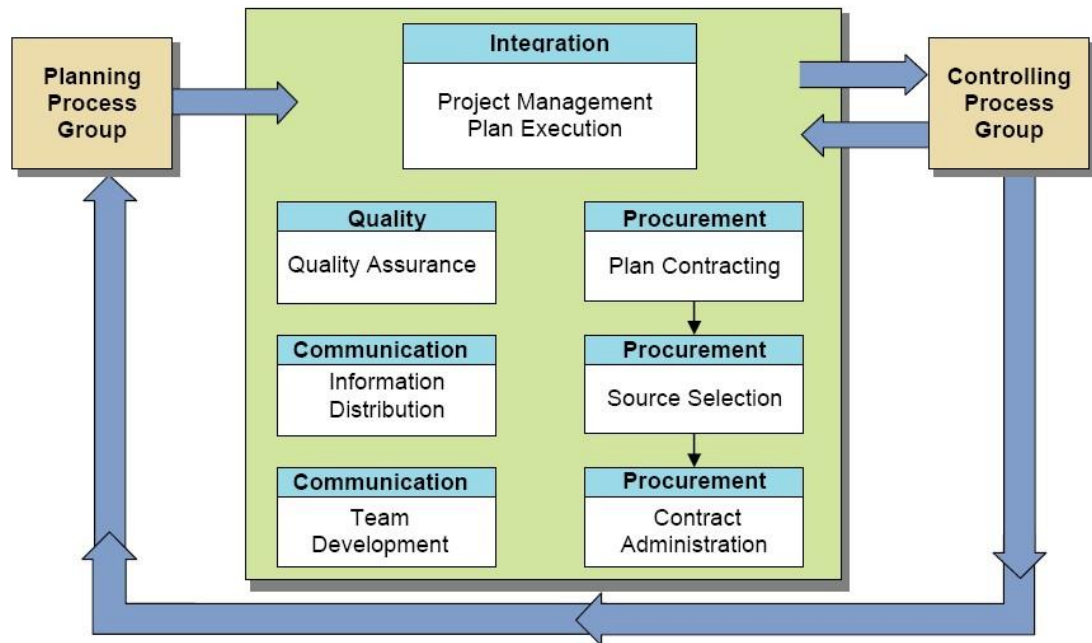
III.   HOW ACTIVITY IS EXECUTED

Executing comprises of the techniques used to finish the work characterized in the task plan to perform the venture's necessities. Execution methodology includes facilitating individuals and assets, and also coordinating and performing the exercises of the undertaking as per the task administration plan. The deliverables are created as yields from the methods executed as characterized in the venture administration arrangement. Execution process group include:

o   Distribution of information
o   Testing
o   Managing stakeholders expectation
o   Quality control
o   Direction and management of activity execution

IV.   CONCLUSION

The four steps of project activity planning and scheduling are required to set up project activities

and tasks, define activity relationships, estimate activity resources and measure activity durations. They make the foundation for creating a detailed schedule on implementing the project. Successful project time management is based on how well these steps are taken.

REFERENCES

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