Estimate effort of each activity, identifying activity risk

Step 5: Estimate Effort for Each Activity

- Step 5.1 Carry out bottom-up estimates
  - need to estimate staff effort, elapsed time, and other resources
- Step 5.2 Revise plan to create controllable activities
  - need to break a task into a series of manageable sub-tasks

Step 6: Identify Activity Risks

- Step 6.1 Identify and quantify the risks of each activity

- Step 6.2 Plan risk reduction and contingency measures where appropriate

- Step 6.3 Adjust overall plans and estimates to take account of risks

Step 7: Allocate Resources (Staffing)

- Step 7.1 Identify and allocate resources
  - type of staff needed for each activity
  - staff availabilities are identified
  - staff are provisionally allocated to task
- Step 7.2 Revise plans and estimates to take into account resource constraints
  - staffing constraints

Step 8: Review/publicize Plan

- Step 8.1 Review quality aspects of the project plan
  - To ensure each activity is completed with a quality product
  - Each activity should have 'exit requirements'.

Step 8: Review/publicize Plan (cont'd)

- Step 8.2 Document plans and obtain agreement
  - all parties understand and agree to the commitments in the plan

Steps 9 and 10: Execute plan/lower level of planning

—Necessary to make provisional plans for more tasks.

Project Vs Activity

- A project is composed of a number of related activities

- A project may start when at least one of its activities is ready to start

- A project will be completed when all of its activities have been completed

Project Vs Activity (cont'd)

- An activity must have a clear start and a clear stop

- An activity should have a duration

- Some activities may require that other activities are completed before they can begin