**ACTIVITY PLANNING AND RISK MANAGEMENT**

**Objectives of Activity Planning**

**What is Planning?**

 Plans are nothing but planning is everything. Planning is a continuous process of

refinement done during development.

 A detailed plan has to include the schedule of the project comprising of the start and

the completion time of every activity defined. The actual achievement can be measured

using the detailed plan.

 Planning process ensures that necessary resources needed at different stages are

precisely available at requirement.

 Planning also produce a cash flow forecasting that indicates when the expenditure and

he income takes place in the process.

 First of all, a plan must contain the start and completions of every activity that produces

deliverables must be clearly visible in ensuring that the products of each activity are

delivered on time.

 Every stage of the development plan must strive to achieve the objectives as the project

moves from one to another.

 A plan must be defined with a set of targets that are achieved which can be measured.

At the same instance, when target dates are not achievable the plan must be effectively

modified to focus on the target.

**Elements of Detailed Planned Activity**

 Along with factors described with activity planning, the following elements play a

very important role in achieving the target.

 The elements of a detailed planned activity are:

 Feasibility assessment

 Allocation of resources

 Estimation of costs

 Project coordination

 Personal encouragement

**Feasibility assessment**

 Feasibility assessment talks about an very early stage describing whether it is feasible

for the project to exist within the specified time constraint.

 A detailed plan will help in forecasting of the project as it progresses from one stage

to other stages of activities.

 The feasibility factor also lies in the availability of resources that includes

specialized staff to carry out the activities.

**Allocation of resources**

 The best way to allocate resources to the project depends on the availability factor.

 The project plan must analyze the available resources and the timescales for each and

every activity.

 Additional usage of resources more than the stipulated timescale will result in

slacking the progress of the project.

**Estimation of costs**

 The project plan must provide solutions to the following questions:

 What is the total expenditure?

 How much will the project costs?

 What are the various estimating factors involved in the development process?

 These can be answered only when a detailed estimation of costs and timing is

defined.

**Project coordination**

 Interaction and communication plays a vital role in handling complex projects.

 Effective team management must be established to carry out the activities in a well-coordinated manner.

 In particular, the availability of staff for a set of integrated project schedules must be

carefully allocated with no period of idleness.

Personal encouragement

 Staff involved in the development process must be motivated in an effective way so

that they achieve the target without any delay.

 The targets provided to the staff are monitored and personal encouragement must be

given to individual staff if achieve the target on time.

 Activity planning helps in completing the project in minimum time with a nominal

cost with the help of project schedules.

 To shorten the time limit, activities can be carried out in parallel based on the

conditions defined for obtaining resources.

 Project scheduling activities includes the extension of timescale provided with

constraints that can be relaxed to have effective usage.