

# Defining Activities Process: Importing Natural Coral from the Solomon Islands

## **1. Introduction:**

The Defining Activities process is a crucial step in the project management of Mar Organica's endeavor to Import Natural Coral from the Solomon Islands. This process involves breaking down the project scope into smaller, manageable tasks and activities, ensuring a comprehensive understanding of the work required to achieve project objectives.

## **2. Inputs:**

### **2.1. Project Scope Statement:**

Review the detailed Project Scope Statement to understand the defined project deliverables, constraints, assumptions, and acceptance criteria.

## **2.2. Work Breakdown Structure (WBS):**

Utilize the WBS as a foundational reference for breaking down project components into activities and tasks.

## **2.3. Resource Calendars:**

Consider resource calendars to identify availability and constraints related to team members, equipment, and facilities.

## **2.4. Constraints and Assumptions:**

Take into account any identified constraints and assumptions that may impact the execution of activities.

## **2.5. Historical Information:**

Refer to historical information from similar projects to leverage lessons learned and best practices.

## **3. Tools and Techniques:**

### **3.1. Decomposition:**

- 3.1.1. Task Identification:
  - Identify individual tasks within each work package defined in the WBS.
- 3.1.2. Subtask Breakdown:
  - Break down tasks into smaller subtasks for detailed planning and execution.

### **3.2. Rolling Wave Planning:**

- 3.2.1. Initial Planning:
  - Detail activities for the immediate future, leaving room for adjustments as the project progresses.

### **3.3. Expert Judgment:**

- 3.3.1. Stakeholder Involvement:
  - Seek input from project stakeholders, especially those with expertise in specific project domains.

## **4. Outputs:**

### **4.1. Activity List:**

- 4.1.1. Comprehensive Task List:
  - Document all identified tasks and subtasks derived from the WBS and decomposition process.

### **4.2. Activity Attributes:**

- 4.2.1. Task Descriptions:
  - Provide detailed descriptions for each activity, outlining its purpose, requirements, and dependencies.
- 4.2.2. Resource Requirements:
  - Specify the resources, including personnel, equipment, and facilities, required for each activity.
- 4.2.3. Duration Estimates:
  - Estimate the time needed to complete each activity based on historical data and expert judgment.

### **4.3. Milestone List:**

- 4.3.1. Key Project Milestones:
  - Identify and document significant project milestones derived from the activity list.

### **4.4. Change Requests:**

- 4.4.1. Identification of Changes:
  - Identify any changes or adjustments needed in the project scope, schedule, or resource allocation during the activity definition process.

## **5. Guidelines:**

### **5.1. Iterative Refinement:**

- Understand that activity definition is an iterative process, and adjustments may be needed as more information becomes available.

### **5.2. Detailed Descriptions:**

- Ensure that each activity has a detailed description to facilitate better understanding and execution by project team members.

### **5.3. Resource Considerations:**

- Be mindful of resource constraints and availability while defining activities, and communicate effectively with relevant stakeholders.

### **5.4. Alignment with Project Objectives:**

- Confirm that each activity aligns with the project's overall objectives and contributes to the successful completion of deliverables.

## **6. Conclusion:**

The Defining Activities process lays the groundwork for detailed project planning and execution, providing a clear roadmap for team members to follow in achieving Mar Organica's goal of Importing Natural Coral from the Solomon Islands. Regular reviews and adjustments will ensure the process remains dynamic and responsive to project needs.