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ACTIVITY LIST TEMPLATE

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ACTIVITY LIST

COMPANY NAME STREET ADDRESS CITY, STATE ZIP CODE

DATE



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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	Activity Name	Description of Work	Responsibility			
ID No.						
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	This activity consists of ensuring	F. White is
	preparation of new	electrical, telephone and network	responsible for this
	work area	services are turned on for employees	activity
		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	
1002	T	clutter.	D D1 1:
1003	Transport employee	This activity consists of loading	B. Black is
	equipment	packed boxes into the company	responsible for this
		vehicle, transporting them to the new	activity
		workspace and unloading the boxes into the labeled cubicles in the new	
		location. Employees will unpack their respective boxes.	
1004	Complete	This activity includes turning in all	B. Black has primary
1004	discarding/recycling	unused packing and shipping	responsibility and P.
	boxes and moving	materials as well as breaking down	Brown is the alternate
	materials	and recycling all boxes. This also	Drown is the attenuate
	inatcriais	includes discarding used packing	
		material in the appropriate bins.	
1005	Complete new	This activity includes connecting all	F. White is
	workspace	telephone services, network services	responsible for this
	connections	and any other electrical items for	activity
		employees in their new workspace.	,

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