

## DESIGNING ACTIVITIES

- Activities are the specific actions that the project will take to achieve the project's goals and objectives.
- Depending on the size of the project, there might be many *tasks* within each activity.

### Steps to Designing Activities

- Review objectives
- Brainstorm ways of achieving these objectives
- Find those methods of achieving your objectives that are:
  1. Cost-effective
  2. Within your organization's capacity to do
  3. Relevant and possible
  4. Define the tasks needed for each activity

### Other Points to Consider

- Are there multiple payments from the donor? Are the payments roughly equal? Is there enough money in each payment to cover the planned activities?
- Are there different sections of the project? What activities must be finished before others must occur?
- Can you cut your costs by rearranging your activities to cut down on the staff needed at any one time?

