Key Activity List			
Number	**Activity**	**Responsibility for Each Activity**	**Evidence for Each Activity**
1	Testing of desktop for biometric EMCS	Director: Project office	Test results of the desktop
2	Procurement of all professional services	Director: Project office	Approved work order by CFO
3	Procurement of all IT hardware equipment	Director: Project office	Delivery note
	Network assessment and bandwidth upgrade	Director: Networks	Bandwidth report
4	Barcoding of assets and shipping to PoE.	Director: Project office	Audit sheets
5	Roll out/implementation of interim biometric EMCS to ports of entry	Director: Project office	Sign off by Port Manager