### Tool 2b: Activity Cost Analysis

**Purpose:** Develop the full scope of activities performed by listing the costs for each activity and the appropriate allocation of effort and focus.

**Used in:** Tool 3a, Tool 4a

Table 7: Activity Cost Sheet

| **Category** | **Activity** | **Who is doing the work?** | **Capital/Initial Unit Cost** | **Seasonal Cost** | **Annual Cost** | **Operation/**  **Maintenance Unit Cost** |
| --- | --- | --- | --- | --- | --- | --- |
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| **Notes and Hints:** | | | | | | |
| *Category examples: Administrative, Staff, Communications, Tools & Equipment, etc.* |  | *Who is doing the work? Are they getting paid or receiving benefits? There are some costs that some might not consider placing value on (e.g. Admin costs)* | *Use real life references to cost. For example: An activity may include weekly water quality monitoring. A volunteer collects, tests, and records water samples on a weekly basis. Identify a relative paid position for a water quality technician to determine the relative cost of this activity.* | | |  |

**◈ Addressing geographical scopes and Nation-to-Nation considerations**

The scope of your CBWM activities may be wider than your capacity can cover in your business case evaluation, as tool 1a addresses. During your analysis, conflicts regarding data collection or the geographical scope of your monitoring efforts may be revealed – for example, if the area in question is contested between two Nations. This may bring about legal issues, resulting in added costs. This is why nurturing genuine partnerships is so important – for Indigenous and non-Indigenous groups – as collaboration and mutual respect is effective risk management to enable shared stewardship. These risks should also be highlighted and mitigated with a thorough impact assessment prior to starting your CBWM program.